

Table C-1. Green Power Partnership Agency (EPA) Burden for Year 1

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent Per Activity							Total Hours and Costs		
	Mgr.* \$91.65 Per Hour	Tech.* \$58.18 Per Hour	Cler.* \$22.27 Per Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number <sup>f</sup> of Respondents	Number of Total Hours/Year	Total Cost/ Year
<b>Letter of Intent</b>										
From Partners										
Review PA	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	82	20.5	\$1,193
Upshot/database	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	82	20.5	\$1,193
SUBTOTAL									41.0	\$2,385
<b>Annual Information Reporting Forms</b>										
Prepare and send pre-populated forms to existing partners <sup>a</sup>	0.00	0.25	0.25	0.50	\$20.11	\$0	\$0	1,430	715.0	\$28,758
Review completed information form	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	1,430	357.5	\$20,798
Enter information into database and file copy of the form	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	1,430	357.5	\$20,798
SUBTOTAL									1,430.0	\$70,353
<b>Initiate Information Follow-ups</b>										
Call or email partner to request clarification of Partnership Agreement or annual reporting form <sup>b</sup>	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	613	153.3	\$8,915
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	613	153.3	\$8,915
Request additional technical information via e-mail or telephone <sup>c</sup>	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	100	25.0	\$1,454
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	100	25.0	\$1,454
SUBTOTAL									356.5	\$20,740
<b>Receive Information updates</b>										
Review and enter contact or profile information updates received from partners via GPP Website <sup>d</sup>	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	378	94.5	\$5,498
SUBTOTAL									94.5	\$5,498
Annual management review of GPP program <sup>e</sup>	16.00	0.00	0.00	16.00	\$1,466.33	\$0	\$0		16.0	\$1,466
<b>TOTAL</b>								<b>1,512</b>	<b>1,938.0</b>	<b>\$100,442</b>

\* Agency labor rates were taken from the source table: 2018 GS Salary Table of Annual Rates by Grade and Step from the Office of Personnel Management. Manager rates assumed a GS level 15 step 5 (\$119,14); technical rates assumed a GS level 13 step 1 (\$75,628); clerical rates assumed a GS level 5 step 1 (\$28,945). A loaded hourly wage to account for benefits and overhead was calculated from the annual rates. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]\*1.6

<sup>a</sup> Partners receive a pre-populated form with their data and simply review and update their information. Assumes 1430 partners previously completed the form and will update it in Year 1.

<sup>b</sup> On average, the Agency must contact 50% of new partners regarding the Partnership Agreement and 40% of existing partners regarding the yearly report.

<sup>c</sup> The Agency expects to request 100 GPP partners to provide additional technical information in Year 1

<sup>d</sup> An estimated 25% of all GPP partners are likely to make web updates because there is a promotional GPP Partner Profile on each individual partner page.

<sup>e</sup> Assumed an annual EPA management review of Green Power Partnership program information collection activities and success.

<sup>f</sup> The total number of unique respondents submitting information in Year 1 is 1512, including 1430 existing Partners who submit annual forms and 82 new

Table C-2. Green Power Partnership Agency (EPA) Burden for Year 2

GPP Agency Burden - Year 2

Hours and Costs Per Respondent Per Activity	Total							Hours and Costs		
	Mgr.* \$91.65 Per Hour	Tech.* \$58.18 Per Hour	Cler.* \$22.27 Per Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number of Respondents	Number of Total Hours/Year	Total Cost/ Year
<b>INFORMATION COLLECTION ACTIVITY</b>										
<b>Letter of Intent</b>										
From Partners										
Review PA	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	82	20.5	\$1,193
Enter PA information into Upshot/database	0.00	0.25	0.00	0.25	\$14.54			82	20.5	\$1,193
<b>SUBTOTAL</b>									41.0	\$2,385
<b>Annual Information Reporting Forms</b>										
Prepare and send pre-populated forms to existing partners <sup>a</sup>	0.00	0.25	0.25	0.50	\$20.11	\$0	\$0	1,490	745.0	\$29,964
Review completed information form	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	1,490	372.5	\$21,670
Enter information into database and file copy of the form	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	1,490	372.5	\$21,670
<b>SUBTOTAL</b>									1,490.0	\$73,305
<b>Initiate Information Follow-ups</b>										
Call or email partner to request clarification of Partnership Agreement or annual reporting form <sup>b</sup>	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	637	159.3	\$9,264
information	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	637	159.3	\$9,264
Request additional technical information via e-mail or telephone <sup>c</sup>	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	100	25.0	\$1,454
information	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	100	25.0	\$1,454
<b>SUBTOTAL</b>									368.5	\$21,438
<b>Receive Information updates</b>										
Review and enter financial profile information updates received from partners via GPP Website <sup>d</sup>	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	393	98.3	\$5,716
<b>SUBTOTAL</b>									98.3	\$5,716
Annual management review of GPP program <sup>e</sup>	16.00	0.00	0.00	16.00	\$1,466.33	\$0	\$0		16.0	\$1,466
<b>TOTAL</b>								<b>1,572</b>	<b>2,013.8</b>	<b>\$104,310</b>

\* Agency labor rates were taken from the source table: 2018 GS Salary Table of Annual Rates by Grade and Step from the Office of Personnel Management. Manager rates assumed a GS level 15 step 5 (\$119.14); technical rates assumed a GS level 13 step 1 (\$75,628); clerical rates assumed a GS level 5 step 1 (\$28,945). A loaded hourly wage to account for benefits and overhead was calculated from the annual rates. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]\*1.6

<sup>a</sup> Partners receive a pre-populated form with their data and simply review and update their information. Assumes 1490 partners previously completed the form and will update it in Year 2.

<sup>b</sup> On average, the Agency must contact 50% of new partners regarding the Partnership Agreement and 40% of existing partners regarding the yearly report form. Eac

Table C-3. Green Power Partnership Agency (EPA) Burden for Year 3

GPP Agency Burden - Year 3

Hours and Costs	Per Respondent Per Activity						Total Hours and Costs			
	Mgr.* \$91.65 Per Hour	Tech.* \$58.18 Per Hour	Cler.* \$22.27 Per Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number of Respondents	Number of Total Hours/Year	Total Cost/ Year
<b>INFORMATION COLLECTION ACTIVITY</b>										
<b>Letter of Intent</b>										
From Partners										
Review PA	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	82	20.5	\$1,193
Upshot/database	0.00	0.25	0.00	0.25	\$14.54			82	20.5	\$1,193
<b>SUBTOTAL</b>									41.0	\$2,385
<b>Annual Information Reporting Forms</b>										
Prepare and send pre-populated forms to existing partners <sup>a</sup>	0.00	0.25	0.25	0.50	\$20.11	\$0	\$0	1,550	775.0	\$31,171
Review completed information form	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	1,550	387.5	\$22,543
Enter information into database and file copy of the form	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	1,550	387.5	\$22,543
<b>SUBTOTAL</b>									1,550.0	\$76,257
<b>Initiate Information Follow-ups</b>										
Request additional information from Partner to request clarification of Partnership Agreement or annual reporting form <sup>b</sup>	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	661	165.3	\$9,613
Request additional technical information via e-mail or telephone <sup>c</sup>	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	100	25.0	\$1,454
<b>SUBTOTAL</b>									380.5	\$22,136
<b>Receive Information updates</b>										
Review and enter information on Partner Profile information updates received from partners via GPP Website <sup>d</sup>	0.00	0.25	0.00	0.25	\$14.54	\$0	\$0	408	102.0	\$5,934
<b>SUBTOTAL</b>									102.0	\$5,934
<sup>e</sup> Annual management review of GPP program	16.00	0.00	0.00	16.00	\$1,466.33	\$0	\$0		16.0	\$1,466
<b>TOTAL</b>								<b>1,632</b>	<b>2,089.5</b>	<b>\$108,178</b>

\* Agency labor rates were taken from the source table: 2018 GS Salary Table of Annual Rates by Grade and Step from the Office of Personnel Management. Manager rates assumed a GS level 15 step 5 (\$119.14); technical rates assumed a GS level 13 step 1 (\$75,628); clerical rates assumed a GS level 5 step 1 (\$28,945). A loaded hourly wage to account for benefits and overhead was calculated from the annual rates. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]\*1.6

<sup>a</sup> Partners receive a pre-populated form with their data and simply review and update their information. Assumes 1550 partners previously completed the form and will update it in Year 3.

<sup>b</sup> On average, the Agency must contact 50% of new partners regarding the Partnership Agreement and 40% of existing partners regarding the yearly report form. Each follow-up call is estimated to take 15 minutes.

<sup>c</sup> The Agency expects to request 100 GPP partners to provide additional technical information in Year 3

<sup>d</sup> An estimated 25% of all GPP partners are likely to make web updates because there is a promotional GPP Partner Profile on each individual partner page. All updates must be reviewed by Agency staff.

<sup>e</sup> Assumed an annual EPA management review of Green Power Partnership program information collection activities and success.

f The total number of unique respondents submitting information in Year 1 is 1632 including 1550 existing Partners who submit annual forms and 82 new partners who submit Partnership Agreements.