

Table D-1. CHP Partnership Agency (EPA) Burden for Year 1

INFORMATION COLLECTION ACTIVITY	Hours and Costs Per Respondent Per Activity							Total Hours and Costs			
	Mgr.* \$91.65 Hour	Tech.* \$58.18 Hour	Cler.* \$22.27 Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number of Respondents	Responses/ Year	Number of Total Hours/Year	Total Cost/ Year
Letter of Intent											
From State/Local/Tribal Partners											
Review LOI	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	1	1	0.3	\$15
Enter LOI information into Upshot/database	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	1	1	0.3	\$15
From Company and Institutional Partners											
Review LOI	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	9	1	2.3	\$131
Enter LOI information into Upshot/database	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	9	1	2.3	\$131
SUBTOTAL										5.0	\$291
CHP Project Information Reporting Forms											
Prepare and send information spreadsheet to partners ^a	0.00	0.50	0.00	0.50	\$29.09	\$0	\$0	413	1	206.5	\$12,014
Call partners to request reporting information ^b	0.00	0.50	0.00	0.50	\$29.09	\$0	\$0	103	1	51.5	\$2,996
Review completed information spreadsheet	0.00	1.25	0.00	1.25	\$72.73	\$0	\$0	413	1	516.3	\$30,035
the form	0.00	1.25	0.00	1.25	\$72.73	\$0	\$0	413	1	516.3	\$30,035
SUBTOTAL										1,290.5	\$75,081
Initiate Information updates											
Call or email partner to request clarification of LOI or project reporting form ^b	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	103	1	25.8	\$1,498
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	103	1	25.8	\$1,498
SUBTOTAL										51.5	\$2,996
Receive Information updates											
Review and enter contact or profile information updates received from partners via CHP Website ^c	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	62	1	15.5	\$901
SUBTOTAL										15.5	\$901
Annual management review of CHP program ^d											
Management Review	8.00	0.0	0.0	8.00	\$733.20	\$0	\$0	1	1	8.0	\$733
SUBTOTAL										8.0	\$733
TOTAL e								423		1,370.5	\$80,003

* 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; technical rates assumed a GS level 13 step 1; clerical rates assumed a GS level 5 step 1. A loaded hourly wage to account for benefits and overhead was calculated. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]*1.6

^a All existing project developers, ESCOs, consulting engineers, and equipment manufacturers, and 33% of utilities review their project information and provide updates once per year. New partners receive a project form during the same year they join the CHP partnership. Of the estimated 423 partners at the end of 2018, 413 existing company/institutional partners and 10 new company/institutional partners that join in 2019 will receive a reporting form. State partners do not fill out a reporting form.

^b Assumed 25% of the 10 new company/institutional partners completing their LOI, and one of the two new state partners will require follow-up. Additionally, 25% of the 413 partners completing CHP project forms or spreadsheets will require follow-up in order to correctly complete the form.

^c Assumed 15% of new and existing company/institutional partners in the year 2019 and 15% of new and existing state partners, will update their information over the CHP website sometime during the calendar year.

^d Assumed an annual EPA management review of CHP Partnership program information collection activities and success.

^e The total number of unique company/institutional respondents submitting information in 2019 is 423, including 413 existing partners who are expected to complete project reporting spreadsheets, 10 new partners who will fill out both a LOI and project reporting form. The total number of unique state respondents submitting information in 2019 is 2, both of which are state/local/tribal government partners who will complete an LOI.

Table D-2. CHP Partnership Agency (EPA) Burden for Year 2

	Hours and Costs Per Respondent Per Activity							Total Hours and Costs			
	Mgr.* \$91.65 Hour	Tech.* \$58.18 Hour	Cler.* \$22.27 Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number of Respondents	Responses/ Year	Number of Total Hours/Year	Total Cost/ Year
INFORMATION COLLECTION ACTIVITY											
Letter of Intent											
From State/Local/Tribal Partners											
Review LOI	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	1	1	0.3	\$15
Enter LOI information into Upshot/database	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	1	1	0.3	\$15
From Company and Institutional Partners											
Review LOI	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	9	1	2.3	\$131
Enter LOI information into Upshot/database	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	9	1	2.3	\$131
SUBTOTAL										5.0	\$291
CHP Project Information Reporting Forms											
Prepare and send information spreadsheet to partners ^a	0.00	0.50	0.00	0.50	\$29.09	\$0	\$0	423	1	211.5	\$12,305
Call partners to request reporting information	0.00	0.50	0.00	0.50	\$29.09	\$0	\$0	100	1	50.0	\$2,909
Review completed information spreadsheet	0.00	1.25	0.00	1.25	\$72.73	\$0	\$0	423	1	528.8	\$30,763
Enter information form into database and file copy of the form	0.00	1.25	0.00	1.25	\$72.73	\$0	\$0	423	1	528.8	\$30,763
SUBTOTAL										1,319.0	\$76,739
Initiate Information updates											
Call or email partner to request clarification of LOI or project reporting form ^b	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	106	1	26.5	\$1,542
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	106	1	26.5	\$1,542
SUBTOTAL										53.0	\$3,084
Receive Information updates											
Review and enter contact or profile information updates received from partners via CHP Website ^c	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	63	1	15.8	\$916
SUBTOTAL										15.8	\$916
Annual management review of CHP program ^d											
Management Review	8.00	0.0	0.0	8.00	\$733.20	\$0	\$0	1	1	8.0	\$733
SUBTOTAL										8.0	\$733
TOTAL e								433		1,400.8	\$81,763

* 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; technical rates assumed a GS level 13 step 1; clerical rates assumed a GS level 5 step 1. A loaded hourly wage to account for benefits and overhead was calculated. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]*1.6

^a All existing project developers, ESCOs, consulting engineers, and equipment manufacturers, and 33% of utilities review their project information and provide updates once per year. New partners receive a project form during the same year they join the CHP partnership. Of the estimated 423 partners at the end of 2018, 413 existing company/institutional partners and 10 new company/institutional partners that join in 2019 will receive a reporting form. State partners do not fill out a reporting form.

^b Assumed 25% of the 10 new company/institutional partners completing their LOI, and one of the two new state partners will require follow-up. Additionally, 25% of the 418 partners completing CHP project forms or spreadsheets will require follow-up in order to correctly complete the form.

^c Assumed 15% of new and existing company/institutional partners in the year 2019 and 15% of new and existing state partners, will update their information over the CHP website sometime during the calendar year.

^d Assumed an annual EPA management review of CHP Partnership program information collection activities and success.

^e The total number of unique company/institutional respondents submitting information in 2019 is 433, including 423 existing partners who are expected to complete project reporting spreadsheets, 10 new partners who will fill out both a LOI and project reporting form. The total number of unique state respondents submitting information in 2019 is 2, both of which are state/local/tribal government partners who will complete an LOI.

Table D-3. CHP Partnership Agency (EPA) Burden for Year 3

	Hours and Costs Per Respondent Per Activity							Total Hours and Costs			
	Mgr.* \$91.65 Hour	Tech.* \$58.18 Hour	Cler.* \$22.27 Hour	Agency Hours/ Year	Labor Cost/ Year	Capital/ Startup Cost	O & M Cost	Number of Respondents	Responses/ Year	Number of Total Hours/Year	Total Cost/ Year
INFORMATION COLLECTION ACTIVITY											
Letter of Intent											
From State/Local/Tribal Partners											
Review LOI	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	1	1	0.3	\$15
Enter LOI information into Upshot/database	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	1	1	0.3	\$15
From Company and Institutional Partners											
Review LOI	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	9	1	2.3	\$131
Enter LOI information into Upshot/database	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	9	1	2.3	\$131
SUBTOTAL										5.0	\$291
CHP Project Information Reporting Forms											
Prepare and send information spreadsheet to partners ^a											
Call partners to request reporting information	0.00	0.50	0.00	0.50	\$29.09	\$0	\$0	433	1	216.5	\$12,596
Review completed information spreadsheet	0.00	1.25	0.00	1.25	\$72.73	\$0	\$0	433	1	541.3	\$31,490
Enter information form into database and file copy of the form	0.00	1.25	0.00	1.25	\$72.73	\$0	\$0	433	1	541.3	\$31,490
SUBTOTAL										1,349.0	\$78,485
Initiate Information updates											
Call or email partner to request clarification of LOI or project reporting form ^b											
Review and enter data after receipt of information	0.00	0.25	0.00	0.25	\$14.55	\$0	\$0	108	1	27.0	\$1,571
SUBTOTAL										54.0	\$3,142
Receive Information updates											
Review and enter contact or profile information updates received from partners via CHP Website ^c											
SUBTOTAL										16.0	\$931
Annual management review of CHP program ^d											
Management Review	8.00	0.0	0.0	8.00	\$733.20	\$0	\$0	1	1	8.0	\$733
SUBTOTAL										8.0	\$733
TOTAL e								443		1,432.0	\$83,582

* 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; technical rates assumed a GS level 13 step 1; clerical rates assumed a GS level 5 step 1. A loaded hourly wage to account for benefits and overhead was calculated. GS Hourly wage = [GS annual salary(\$)/2080 (hours/year)]*1.6

^a All existing project developers, ESCOs, consulting engineers, and equipment manufacturers, and 33% of utilities review their project information and provide updates once per year. New partners receive a project form during the same year they join the CHP partnership. Of the estimated 423 partners at the end of 2018, 413 existing company/institutional partners and 10 new company/institutional partners that join in 2019 will receive a reporting form. State partners do not fill out a reporting form.

^b Assumed 25% of the 10 new company/institutional partners completing their LOI, and one of the two new state partners will require follow-up. Additionally, 25% of the 418 partners completing CHP project forms or spreadsheets will require follow-up in order to correctly complete the form.

^c Assumed 15% of new and existing company/institutional partners in the year 2019 and 15% of new and existing state partners, will update their information over the CHP website sometime during the calendar year.

^d Assumed an annual EPA management review of CHP Partnership program information collection activities and success.

^e The total number of unique company/institutional respondents submitting information in 2019 is 443, including 433 existing partners who are expected to complete project reporting spreadsheets, 10 new partners who will fill out both a LOI and project reporting form. The total number of unique state respondents submitting information in 2019 is 2, both of which are state/local/tribal government partners who will complete an LOI.