
Better Buildings Challenge, Better Buildings, Alliance and the Better Buildings, Better Plants Voluntary Pledge Program

Part A: Justification

OMB No. 1910-5141

Collection Instruments:

1. Better Buildings Showcase Project Form (DOE F 540.10)
2. Better Buildings Implementation Model Form (DOE F 540.11)
3. Better Buildings Better Practice Award Application Form (DOE F 540.12)
4. Better Buildings Better Project Award Application Form (DOE F 540.13)
5. Better Buildings Challenge Website Profile Page Template (DOE F 540.14)
6. Better Buildings Challenge Financial Allies Website Profile Form (DOE F 540.15)
7. Better Buildings Challenge Facility–Level Energy Performance Data (DOE F 540.16)
8. Better Buildings Challenge Financial Allies Data Collection Form (DOE F 540.17)
9. Better Buildings Better Plants Challenge Annual Reporting (DOE F 540.18)
10. Annual Better Plants Program Pledge Form (DOE F 540.19)
11. Better Buildings Better Plants Waste Data Collection (DOE F 540.20)
12. Better Buildings Better Plants Water Data Collection Form (DOE F 540.21)
13. Better Buildings Better Plants In-Plant Trainings Application Form (DOE F 540.22)
14. Better Buildings Better Plants In-Plant Trainings Course Evaluation Form (DOE F 540.23)
15. Better Buildings Better Plants In-Plant Trainings Post Follow-up with Host Plant (DOE F 540.24)
16. Better Buildings Alliance Application Form (DOE F 540.25)
17. Better Climate Challenge Website Profile Page Template (DOE F 540.26)
18. Better Climate Challenge Showcase Project Template (DOE F 540.27)
19. Better Climate Challenge Emissions Reduction Pathways Template (DOE F 540.28)
20. Better Climate Challenge Emissions Reduction Template (DOE F 540.29)

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Table of Contents

Part A: Justification.....	i
Introduction.....	2
A.1. Legal Justification.....	3
A.2. Needs and Uses of Data.....	3
A.3. Use of Technology.....	9
A.4. Efforts to Identify Duplication.....	10
A.5. Provisions for Reducing Burden on Small Businesses.....	10
A.6. Consequences of Less-Frequent Reporting.....	11
A.7. Compliance with 5 CFR 1320.5.....	11
A.8. Summary of Consultations Outside of the Agency.....	12
A.9. Payments or Gifts to Respondents.....	12
A.10. Provisions for Protection of Information.....	12
A.11. Justification for Sensitive Questions.....	13
A.12A. Estimate of Respondent Burden Hours.....	13
A.12B. Estimate of Annual Cost to Respondent for Burden Hours.....	17
A.13. Other Estimated Annual Cost to Respondents.....	19
A.14. Annual Cost to the Federal Government.....	19
A.15. Reasons for Changes in Burden.....	20
A.16. Collection, Tabulation, and Publication Plans.....	21
A.17. OMB Number and Expiration Date.....	21
A.18. Certification Statement.....	21

Introduction

Provide a brief introduction of the Information Collection Request. Include the purpose of this collection, note the publication of the 60-Day Federal Register Notice, and provide the list of forms within this collection.

This supporting statement provides additional information regarding the Department of Energy (DOE) request for information from partners in the Better Buildings voluntary program, which includes four related programs: the Better Buildings Challenge; the Better Buildings Alliance; the Better Buildings, Better Plants Voluntary Pledge program (Better Plants); and the Better Climate Challenge. All of these efforts drive towards the common goal of working with the market to drive energy efficiency and emissions reductions.

DOE currently seeks to revise the approved information collection by adjusting existing forms and incorporating five new forms. This includes adjustments to previous templates to make them more streamlined and user friendly, and new templates to allow for information collection from new voluntary program opportunities. Because of the programmatic overlap, a combined collection remains the most efficient approach for the public.

Full descriptions of both existing and new data collections are described below and a summary of the changes to existing collection activities previously approved are referenced in Appendix A – Summary of Amended Information Collection Review Activities.

List of forms:

- Better Buildings Showcase Project Form (DOE F 540.10)
- Better Buildings Implementation Model Form (DOE F 540.11)
- Better Buildings Better Practice Award Application Form (DOE F 540.12)
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- Better Climate Challenge Emissions Reduction Pathways Template (DOE F 540.28)
- Better Climate Challenge Emissions Reduction Template (DOE F 540.29)

A.1. Legal Justification

Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the information collection.

DOE intends to collect information for its Better Buildings programs. Section 421 of the Energy Independence and Security Act of 2007 (EISA 2007) (42 U.S.C. § 17081) authorizes DOE to establish a national high-performance green building clearinghouse. Section 911 of the Energy Policy Act of 2005, as amended (42 U.S.C. § 16191), instructs DOE to conduct programs that include research, development, demonstration, and commercial application of cost-effective technologies to improve the energy efficiency and environmental performance of buildings.

Better Buildings partners provide information on best practices that is distributed to facilitate reductions in energy intensity by other commercial, manufacturing, and community organizations. The information collected supports DOE in meeting the purpose of these statutory provisions.

Additionally, Section 106 of the Energy Policy Act of 2005 (EPAAct 2005, Pub. L. No. 190-58) permits the U.S. Secretary of Energy to enter into voluntary agreements with industry to reduce energy intensity by not less than 2.5 percent per year. The U.S. Secretary of Energy is also authorized by the legislation to provide these companies with technical assistance. Data collected through this ICR allows DOE to track progress made by its industry partners, validate their performance improvements, and adjust technical assistance offerings as needed.

A.2. Needs and Uses of Data

Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection

The information being collected will be used to report the progress of participants in the DOE's Better Buildings programs. These programs are voluntary leadership initiatives intended to drive greater energy, water, and waste efficiency and emissions reductions in the commercial and industrial marketplace to create cost savings and jobs.

This is accomplished by highlighting the ways participants overcome market barriers and persistent obstacles with replicable, marketplace solutions. The program showcases real solutions and partners with industry leaders to better understand policy and technical opportunities. DOE reports progress annually through a Better Buildings Progress Update and publishes case studies and other resources on a public website.

Better Buildings is a market transformation program through which partners collaboratively pursue ambitious energy, waste, water, and greenhouse gas reduction goals. Partners share their real-world pathways for achieving significant savings in their buildings, industrial facilities, and multifamily homes. In doing so, they inspire others, demonstrate strategies to overcome common barriers, and catalyze significant progress in energy efficiency and decarbonization. The leadership of Better Buildings partners

strengthens our economy, advances energy independence, and propels us forward to a clean energy future.

Through the Better Buildings Challenge leading businesses, manufacturers, cities, states, universities, and school districts commit to improving the energy efficiency of their portfolio of buildings by at least 20% over 10 years and share their strategies and results. Respondents are organized into two categories: Partners and Allies. Partners are organizations that make a public commitment to implement plans to achieve lasting, organization-wide energy savings, while Allies are organizations that make a public commitment to support the energy efficiency marketplace. Partners publish profile pages and case studies on DOE's website to provide best-practice examples for the public.

The Better Buildings, Better Plants Voluntary Pledge Program (Better Plants) is a national initiative seeking to drive a 25% reduction in industrial energy intensity in ten years. This initiative is sponsored by the Advanced Manufacturing Office (AMO) within DOE's Office of Energy Efficiency & Renewable Energy (EERE) to reinforce energy efficiency as a profitable business model and expand markets for new energy technologies. DOE offers two pathways for manufacturers to engage in Better Plants: the broader-based Program Level, and the higher-level Challenge Level. Challenge partners agree to additional transparency around their energy performance data and industry-leading best practices.

The Better Buildings Alliance is a national initiative to improve commercial building energy efficiency by 20%. Section 422 of EISA 2007 supports this initiative by setting a goal to help pave the way for net-zero energy commercial buildings. The Better Buildings Alliance accomplishes this by encouraging members to commit to an energy efficiency improvement goal of 2% or more per year while deploying energy-saving technologies and solutions. Better Building Alliance members cover key market sectors: retail, food service, commercial real estate, hospitality, health care, education, and state and local buildings owners and managers.

Through the Better Climate Challenge, leading businesses, manufacturers, cities, states, universities, and school districts commit to decrease emissions within the portfolio of buildings by at least 50% over 10 years and share their strategies and results. Partners publish profile pages and case studies on DOE's website to provide best-practice examples for the public.

Existing Collection: Better Buildings

DOE has used the information collected through the following forms to recognize Better Buildings partners for their success, build web pages that educate the public on successful energy efficiency strategies, and draft publicly available progress reports. DOE publishes the content provided by partners on the program's website so others in the marketplace can view best-practice examples for reducing emissions in a single facility, and/or for implementing solutions to overcome common barriers. DOE will continue to collect several types of information from Better Buildings respondents:

Better Buildings Showcase Project Form (DOE F 540.10)

Partners will identify a showcase building project and submit basic information on the showcase project, expected annual energy or water savings, expected annual cost savings, project background, solutions,

and photos. The formatting and instructions for this form have been improved to make it easier to fill out, but no substantive changes were made to the information request. This document was previously considered a Better Buildings Challenge template but is now being considered a Better Buildings template so that other program partners can use it.

Better Buildings Implementation Model Form (DOE F 540.11)

Partners will describe the approaches they are using to overcome market barriers to energy efficiency. DOE will use this information to highlight successful strategies that non-participating organizations/companies can adopt to overcome challenges and will be publicly available to enable other entities to use and/or adapt for their specific needs. The formatting and instructions for this form have been improved to make it easier to fill out, but no substantive changes were made to the information request. This document was previously considered a Better Buildings Challenge template but is now being considered a Better Buildings template so that other program partners can use it.

Better Buildings Better Practice Award Application Form (DOE F 540.12)

DOE will recognize partners' outstanding accomplishments in implementing and promoting the practices, principles, and procedures of energy management in industry through annual "Better Practice Awards." DOE will use the data collected to compare applying-partners' eligible organizational practices and select a limited number for Better Practice Awards. This document was modified to allow for organizations in any sector to use it, but no substantive changes were made.

Better Buildings Better Project Award Application Form (DOE F 540.13)

DOE will recognize partners' outstanding accomplishments in implementing industrial energy efficiency projects at individual facilities through annual "Better Project Awards." DOE will use the data collected to compare applying-partners' eligible projects and select a limited number for Better Project Awards. This document was modified to allow for organizations in any sector to use it, but no substantive changes were made.

Existing Collection: Better Buildings Challenge

DOE has used the information collected through the Better Buildings Challenge to gather progress towards partner's goals, recognize partners for their success, build web pages that educate the public on successful energy efficiency strategies, and draft publicly available progress reports. DOE will continue to collect several types of information from Better Buildings Challenge respondents:

Better Buildings Challenge Website Profile Page Template (DOE F 540.14)

An organization seeking to join the BBC as a partner will be asked to submit background information on the organization/company that will be used to create a website profile for each BBC participant. This information includes name, energy efficiency goals, commitment in terms of square footage/number of buildings, and a company logo and facility photo for each participant. No substantive changes were made to the information request.

Better Buildings Challenge Facility-Level Energy Performance Data (DOE F 540.16)

DOE will collect facility-level energy-related information for committed square footage or plants. This information will be used to quantify how deep energy retrofit measures impact energy usage. No substantive changes were made.

Better Buildings Challenge Financial Allies Website Profile Form (DOE F 540.17)

On an annual basis, the financial allies will complete a template documenting the number of energy efficiency projects financed using these products. DOE will use this information to inform non-participating organizations/companies interested in replicating the energy reduction savings generated by the BBC partners. This template has been updated to allow for reporting on emissions reduction projects.

Better Buildings Challenge Financial Allies Website Profile Form (DOE F 540.15)

For financial allies, DOE will also collect a description of the financial products offered by the ally. This is a one-time submission upon joining the BBC. Information collected includes general background, financial commitments, target market description, and photos. Questions have been added to gather data on markets served, products and services, project size, the level of financial commitment, and the contact information of a point person.

Existing Collection: Better Buildings, Better Plants Voluntary Pledge Program

DOE has used the information collected through the Better Buildings, Better Plants Voluntary Pledge Program (Better Plants) to recognize partners for their accomplishments as well as to draft required progress reports to Congress. DOE is using the data to evaluate the impact of Better Plants, and to provide recognition to companies that are on track to meet the typical 25%, 10-year energy intensity target. DOE will continue to collect several types of information from Better Plants respondents:

Better Buildings Better Plants Challenge Annual Reporting (DOE F 540.18)

This form was previously OMB approved. No substantive changes were made.

Annual Better Plants Program Pledge Form (DOE F 540.19)

This form was previously OMB approved. No substantive changes were made.

EPAct 2005 defines energy intensity as the “primary energy consumed for each unit of physical output in an industrial process.” Partners are encouraged to measure energy intensity in a way that adheres to this definition. However, DOE understands that each partner will need to adopt methods to measure and track energy intensity data that are appropriate for their operations. These energy intensity measurements will vary by industry and partner. The units of physical output (or units of production) can be the number, mass, volume, size, functionality, or economic value of a product. Many companies or organizations will need to track energy intensity across multiple product lines due to significant diversity in product groups. Segmenting energy use among specific product groups is challenging; however, efforts to do so will provide more accurate and valuable estimates of energy intensity for each product group.

Better Buildings Better Plants In-Plant Trainings Application Form (DOE F 540.22)

Section 106 of EAct 2005 states that manufacturers entering into voluntary agreements with DOE to reduce energy intensity are eligible to receive technical assistance from DOE. In-Plant Trainings are one way DOE delivers this technical assistance.

Through these trainings, companies participating in Better Buildings, Better Plants have an opportunity to receive hands-on training on conducting energy assessments, using DOE tools, developing energy management systems, and implementing and replicating energy projects. The training includes an assessment of common energy systems such as steam, process heating, or motor-driven systems. Personnel from other facilities within the company as well as from other companies in the area and suppliers may be invited to attend. Companies apply to host these on-site three-day training sessions at their facilities.

As part of the trainings, DOE collects information from participants through the following existing mechanisms:

- **Application Form:** Partners must apply to host an In-Plant training. The application form includes information on the size and location of the facility, number of invited participants, the type of training desired and the intended cost-share ratio. DOE selects applications based on the information submitted, with the Department typically selecting applicants with high energy use, large numbers of invited attendees, and significant cost share commitments. The form has been visually updated, includes additional clarifying instructions, and has been amended to give partners the option of applying for new “Treasure Hunt Exchange,” “Wastewater/Water,” “Industrial Refrigeration,” and “50001 Ready” trainings while removing the option for “Strategic Energy Management.”
- **In-Plant Training Evaluation:** Training participants will be asked to complete a voluntary evaluation form upon completion of the in-plant training session. Respondents will provide feedback on the relevance, effectiveness and quality of teachings, training methods and objectives. DOE will use the information to assess and improve the program. A Better Plants Challenge logo was replaced with a Better Plants Program logo and a new question was added.
- **Follow-up with Host Plant:** Twelve months after completing the in-plant training, DOE will follow-up with the host plant in a phone survey to determine whether and to what extent the energy saving opportunities identified during the training session were implemented. No substantive changes have been made to the content of this form since the last submission to OMB.

DOE will use the information to improve and measure the impacts of the Better Plants. Specifically, DOE will use the data collected to assess the effectiveness of its efforts to partner with industry to drive a 2.5% per year improvement in industrial energy intensity, as well as the effectiveness of its technical assistance offerings, as called for in EAct 2005.

Better Buildings Better Plants Water Data Collection (DOE F 540.21)

The Better Plants collects basic water usage data for each organization's portfolio of facilities on an annual basis through a standardized form. This includes contact information, water intake and water intensity performance metrics. Specifically, DOE uses the data collected to assess the effectiveness of its efforts to partner with industry to drive an improvement in industrial water intensity, as well as to recognize those partners making progress and/or meeting their water-saving goals. No substantive changes were made.

Existing Collection: Better Buildings Alliance

Better Buildings Alliance Application Form (DOE F 540.25)

Better Buildings Alliance members must provide basic initial enrollment information to the program. The sign-up form includes information on the member's building portfolio, current energy reduction goal and data tracking process, challenges, success stories, contact information, and Solutions Teams it may want to participate in through the Better Buildings Alliance. This information is collected in a web form and submitted electronically. No substantive changes have been made to the previous version approved by OMB.

New Collection: Better Climate Challenge

Better Buildings Better Plants Waste Data Collection Form (DOE F 540.20)

The Better Plants collects basic waste data for each organization's portfolio of facilities on an annual basis through a standardized form. This includes contact information, waste reduction amounts and related performance metrics. Specifically, DOE uses the data collected to assess the effectiveness of its efforts to partner with industry to drive an improvement in waste reduction, as well as to recognize those partners making progress and/or meeting their waste reduction goals.

Better Climate Challenge Website Profile Page Template (DOE F 540.26)

An organization seeking to join the BCC as a Partner will be asked to submit background information on the organization/company that will be used to create a website profile for each BCC participant. This information includes name, emissions reduction goals, commitment in terms of square footage/number of buildings, and a company logo and facility photo for each participant.

Better Climate Challenge Emissions Reduction Template (DOE F 540.29)

DOE will collect emissions reduction-related information for committed square footage or plants. This information will be used to quantify the progress the partner has made towards achieving its program goal.

Better Climate Challenge Showcase Project Template (DOE F 540.27)

Partners will identify a showcase building project and submit basic information on the showcase project, expected emissions reductions, project background, solutions, and photos. The final product will be posted on the program's website so others in the marketplace can view best-practice examples for reducing emissions in a single facility.

Better Climate Challenge Emissions Reduction Template (DOE F 540.29)

Partners will provide information about the steps they took to achieve their portfolio-wide emissions reduction goals. Information to be collected includes brief overviews of the policies, processes, and tools utilized. The final product will be posted on the program's website so others in the marketplace can view best-practice examples for reducing emissions in a single facility.

A.3. Use of Technology

Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

The Better Buildings programs rely on data provided in an electronic format via software tools, electronic files, and a variety of template spreadsheets. There is a limited number of data collection responses received in writing, over the telephone, or in-person for verification purposes, amounting to less than 5%. Each data collection instrument is designed to support the respective voluntary pledge program that the respondent participates in with DOE. No other data collection systems will be employed to support these programs.

DOE has requested that Better Buildings Challenge Partners submit facility-level energy usage data through a publicly available and widely used electronic tool, ENERGY STAR Portfolio Manager (hereafter referred to as Portfolio Manager). The U.S. Environmental Protection Agency (EPA) freely provides this tool, and the submission of facility-level energy and water usage data using this tool will result in greater efficiency, timely reporting and a reduced paperwork burden for partners and DOE program staff. Portfolio Manager is an approved OMB data collection tool. BBC Partners simply need to modify the settings on their Portfolio Manager profiles to share with DOE data they are already entering.

Portfolio partners that do not use Portfolio Manager (estimated at ~25% of all non-industrial partners) will be asked to use another method to collect the facility-level energy usage data. DOE will provide an Excel spreadsheet for Partners to use to extract their data from their in-house tracking tools for submission to DOE. DOE will use this spreadsheet to ensure consistency across all data reported. This instrument, the Better Buildings Facility-Level Energy Reporting Form, is provided.

The energy usage data requested from the manufacturing partners in the Better Buildings Challenge is not housed in Portfolio Manager. DOE has created a one-page data collection form, the Annual Challenge Reporting Form, to standardize the data collected from these partners.

The Better Buildings, Better Plants Program uses a one-page reporting form. The data collected is largely similar to the Better Buildings Challenge; however, the Better Buildings Challenge form contains an additional data entry field requesting a breakdown of energy intensity performance at the facility level. The additional reporting requirements for the Better Buildings Challenge partners are consistent with that program's goals for greater transparency of energy savings data. In efforts to reduce burden, the reporting document can be submitted electronically. The collection requests do not require a specific collection technique be used; automated, electronic, mechanical, or any other technological collection techniques may be utilized for the collection effort.

The In-Plant Training forms can be submitted via e-mail, fax, or postal mail. The application form is provided in Excel, which allows some calculations to be automated, though applicants and participants are free to print the forms out and fill them out by hand. Hard copies of the course evaluation forms will be distributed at the training events, filled out by hand, and manually collected by DOE representatives.

A.4. Efforts to Identify Duplication

Describe efforts to identify duplication.

Other voluntary reporting programs were previously investigated for duplication, including the Environmental Protection Agency's Climate Leaders Program, the Energy Information Agency's Manufacturing Energy Consumption Survey, and its voluntary reporting of greenhouse gasses. The EPA has since discontinued the Climate Leaders program. While the EIA requires reports on total energy use, the Better Buildings, Better Plants Program requests information about a base energy intensity number and the annual change in intensity. This metric, defined in EPA 2005 as "the primary energy consumed for each unit of physical output in the industrial process," is not collected by any other existing program.

To ease the reporting burden on the Better Buildings Challenge recipients, DOE has opted to gather facility-level energy usage data using a pre-existing electronic tool widely available and used within the industry for such purposes. The majority of Better Buildings Challenge partners have already submitted the facility-level energy data using this EPA tool.

Better Buildings Alliance and Better Buildings, Better Plants members who also participate in the Better Buildings Challenge will be exempt from Better Buildings Alliance or Better Buildings, Better Plants reporting requirements. DOE will use the information collected from the Better Buildings Challenge in lieu of the Better Buildings Alliance or Better Buildings, Better Plants reporting form.

Having been in place for a number of years already, this process is established among participants in the program, and has served as a model for other efforts within the marketplace. DOE will continue to evaluate the Better Buildings Challenge, Better Buildings Alliance and Better Buildings, Better Plants Programs for opportunities to minimize duplication of effort.

A.5. Provisions for Reducing Burden on Small Businesses

If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

The collection of information does not impact small businesses or other small entities.

A.6. Consequences of Less-Frequent Reporting

Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

To be successfully implemented, the programs require the collection of some unique and specific participant information.

The re-occurring reporting burden of the collections targets facility-level, annual energy usage data from the portfolio and community partners and corporate-wide annual data from the manufacturing partners.

DOE is requesting the minimum level of information required to fully support and implement the programs, and a less frequent collection of information would hinder DOE's ability to share best practices of energy and water efficiency with other partners and the public, or to support the partners in achieving their energy and water reduction goals.

The In-Plant Training forms are necessary to carry out Congress' directive for DOE to provide technical assistance to manufacturers entering into voluntary agreements with DOE to reduce their energy intensity. Without the application form, DOE would not have a systematic way of selecting technical assistance recipients, and without the evaluation form and process to collect implementation data, DOE would lack a mechanism to track the effectiveness of the training.

A.7. Compliance with 5 CFR 1320.5

Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines:

- (a) requiring respondents to report information to the agency more often than quarterly;**
- (b) requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;**
- (c) requiring respondents to submit more than an original and two copies of any document;**
- (d) requiring respondents to retain records, other than health, medical government contract, grant-in-aid, or tax records, for more than three years;**
- (e) in connection with a statistical survey, that is not designed to product valid and reliable results that can be generalized to the universe of study;**
- (f) requiring the use of statistical data classification that has not been reviewed and approved by OMB;**
- (g) that includes a pledge of confidentiality that is not supported by authority established in stature of regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or**
- (h) requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

The collection will be conducted in a manner consistent with all OMB guidelines.

A.8. Summary of Consultations Outside of the Agency

If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5CFR 320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that

notice and describe actions taken in response to the comments. Specifically address comments received on cost and hour burden. Describe efforts to consult with persons outside DOE to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or report.

The Department published a 60-day Federal Register Notice on June 3, 2022, Vol.87, No. 107, requesting public comment on an amendment to this approved agency information collection. Received comments were not germane to the Better Buildings Challenge; Better Buildings Alliance; and Better Buildings, Better Plants Voluntary Pledge Program (Better Plants). DOE also frequently consults with partners regarding its data collection efforts. Changes made to the data collection forms over the years reflect input gained from these conversations.

A.9. Payments or Gifts to Respondents

Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

There will be no payment or gift of any kind to respondents. The programs are voluntary, and participants will not expect payment or gift in return for involvement.

A.10. Provisions for Protection of Information

Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

Energy consumption and savings data reported to DOE through the Better Plants and the Better Buildings Alliance is confidential and treated as proprietary information. Data may be reported to the public at the discretion of the company. DOE will aggregate the energy savings data to ensure that no individual company can be identified. DOE will obtain company permission before using any data or information in case studies and other publications.

Better Building Challenge Program Partners and Allies agree to provide the information identified in this supporting statement as a means of informing the broader marketplace of commercial and industrial building owners and operators about successful implementation models that generate significant energy savings and quantifying the results of those models.

A.11. Justification for Sensitive Questions

Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why DOE considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

This project collects data on energy consumption, water consumption, and related conservation efforts of partner organizations and contains no personal data.

A.12A. Estimate of Respondent Burden Hours

Provide estimates of the hour burden of the collection of information. The statement should indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, DOE should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample fewer than 10 potential respondents is desirable.

The estimated combined number of respondents for the Better programs is 841, and the associated burden is 1,854.25 hours.

The attachment to this supporting statement provides a detailed synopsis of annual burden hours for this information collection. The following outline provides estimates of the reporting burden for the different Better Buildings programs.

Burden hour summary for Better Buildings

Total annual responses: 155

Reports filed per person: 1

Total number of unduplicated respondents: 155

Total annual burden hours: 190 hours

Average Burden Per Collection: 1.2 hours

Burden hour summary for Better Buildings Challenge

Total annual responses: 119

Reports filed per person: 1

Total number of unduplicated respondents: 119

Total annual burden hours: 159.5 hours

Average Burden Per Collection: 1.3 hours

Burden hour summary for Better Buildings, Better Plants

Total annual responses: 341

Reports filed per person: 1

Total number of unduplicated respondents: 341

Total annual burden hours: 1230.5 hours

Average Burden Per Collection: 3.6 hours

Burden hour summary for Better Buildings Alliance

Total annual responses: 10

Reports filed per person: 1

Total number of unduplicated respondents: 10

Total annual burden hours: 2.5 hours

Average Burden Per Collection: .25 hours

Burden hour summary for Better Climate Challenge

Total annual responses: 196

Reports filed per person: 1

Total number of unduplicated respondents: 196

Total annual burden hours: 271.75 hours

Average Burden Per Collection: 1.3 hours

Combined totals

Total annual responses: 841

Total number of unduplicated respondents: 841

Total annual burden hours: 1,854.3

Each organization participating in BBC, BBBP, and BCC will respond to an annual data request. Although each organization may represent multiple buildings which may track their own progress, organizations submit one aggregate report for all of their buildings and/or plants.

Better Buildings Data Collection

Based on prior year experience, DOE anticipates that (annually) 15 partners will submit showcase projects (2 hours per response), and 15 partners will submit implementation models (2 hours per response). These activities total 60 hours.

DOE estimates that 60 partners will submit Better Practice award applications (1 hour per response), and 60 partners will submit Better Project award applications (1 hour per response), for a total of 120 hours.

Better Buildings Challenge Data Collection

Based on prior year experience, DOE anticipates that (annually) 24 partners will submit initial website profiles (0.5 hour per response), 20 partners are anticipated to initiate data sharing via

Portfolio Manager (0.25 hours per response), and 50 partners are expected to submit via the spreadsheet facility reporting tool (2 hours per response). These activities total 117 hours.

DOE anticipates that 20 financial allies will submit data (2 hour per response once a year), and 5 will submit website profiles (0.5 hour per response), totaling another 42.5 hours.

Better Buildings Better Plants Data Collection

For most Better Buildings, Better Plants partners, plant-level data are already collected and stored at the corporate level, so the process of reporting this data to DOE is relatively simple. DOE estimates that it will take companies with data collection systems about 3.5 hours annually to review and report their data.

A small number of participating Better Buildings, Better Plants partners do not have an existing collection system, therefore, it will require more time for these companies to collect, review, and report their data. DOE estimates that it takes these companies approximately 32 hours per company to complete these activities. This 32-hour estimate for the companies that lack an existing corporate-level tracking system is derived from two observations: 1) it takes these companies approximately six hours per plant to collect, review and report the data; and 2) these companies tend to be relatively smaller and have about 8 plants enrolled in the program.

As part of its recognition efforts, DOE also creates individual web profiles hosted on the DOE website. It will continue building these for 20 new companies each year, with a burden of .5 hours each for a total of 10 hours.

DOE also collects data on water use consumption and waste generation for Better Plants partners participating in those activities. DOE estimates that there will be 20 submissions of water data and 20 submissions of waste data, with a burden of 3 hours each for a total of 120 hours.

Additionally, completing the In-Plant Training forms results in another 35.5 hours per year.

Better Buildings Alliance Data Collection

BBA members respond to one information request. DOE estimates that 10 new members will complete an initial enrollment form (0.25 hours per response). In total, a burden of 2.5 hours is associated with the Better Buildings Alliance.

Better Climate Challenge Data Collection

DOE anticipates that there will be 35 new BCC partners each year that will fill out the one-time website profile template. This template takes an average of .5 hours, for a total of 17.5 hours.

Twenty-five partners are expected to fill out a BCC showcase project form annually. The template takes an average of 2 hours, for a total of 50 hours. 10 partners are expected to complete the Emissions Reduction Pathways template which takes an average of 2 hours, for a total of 20 hours.

One-hundred and twenty-six are expected to submit an Emissions Reduction Template which takes an average of 1.4 hours, for a total of 174 hours.

Table A1. Estimated Respondent Hour Burden

Form Number/Title (and/or other Collection Instrument name)	Type of Respondents	Number of Respondents	Annual Number of Responses	Burden Hours Per Response	Annual Burden Hours	Annual Reporting Frequency
Better Buildings Showcase Project Form (DOE F 540.10)	Voluntary Partner	20	20	2	40	1
Better Buildings Implementation Model Form (DOE F 540.11)	Voluntary Partner	15	15	2	30	1
Better Buildings Better Practice Award Application Form (DOE F 540.12)	Voluntary Partner	60	60	1	60	1
Better Buildings Better Project Award Application Form (DOE F 540.13)	Voluntary Partner	60	60	1	60	1
Better Buildings Challenge Website Profile Page Template (DOE F 540.14)	Voluntary Partner	24	24	.5	12	1
Better Buildings Challenge Financial Allies Website Profile Form (DOE F 540.15)	Voluntary Partner	5	5	.5	2.5	1
Better Buildings Challenge Facility-Level Energy Performance Data (One-time, non-recurring action to initiate sharing of data already entered into Portfolio Manager. No DOE information collection form.)	Voluntary Partner	20	20	.25	5	1
Better Buildings Facility-level Energy Reporting Form: Annual data sharing. (DOE F 540.16)	Voluntary Partner	50	50	2	100	1
Better Buildings Challenge Financial Allies Data Collection Form (DOE F 540.17)	Voluntary Partner	20	20	2	40	1
Better Buildings Better Plants Challenge Annual Reporting (DOE F 540.18)	Voluntary Partner	50	50	3.5	175	1
Annual Better Plants Program Pledge Form for those with existing data collection systems (DOE F 540.19)	Voluntary Partner	120	120	3.5	420	1
Annual Better Plants Program Pledge Form for those without existing data collection system (DOE F 540.19)	Voluntary Partner	15	15	32	480	1
Better Buildings Better Plants Waste Data Collection (DOE F 540.20)	Voluntary Partner	20	20	3	60	1

Better Buildings Better Plants Water Data Collection Form (DOE F 540.21)	Voluntary Partner	20	20	3	60	1
Better Buildings Better Plants In-Plant Trainings Application Form (DOE F 540.22)	Voluntary Partner	20	20	.5	10	1
Better Buildings Better Plants In-Plant Trainings Course Evaluation Form (DOE F 540.23)	Voluntary Partner	90	90	.25	22.5	1
Better Buildings Better Plants In-Plant Trainings Post Follow-up with Host Plant (DOE F 540.24)	Voluntary Partner	6	6	.5	3	1
Better Buildings Alliance Application Form (DOE F 540.25)	Voluntary Partner	10	10	.25	2.5	1
Better Climate Challenge Website Profile Page Template (DOE F 540.26)	Voluntary Partner	55	55	.5	27.5	1
Better Climate Challenge Showcase Project Template (DOE F 540.27)	Voluntary Partner	25	25	2	50	1
Better Climate Challenge Emissions Reduction Pathways Template (DOE F 540.28)	Voluntary Partner	10	10	2	20	1
Better Climate Challenge Emissions Reduction Template (DOE F 540.29)	Voluntary Partner	126	126	1.4	174.3	1
TOTAL		841	841		1854.3	

A.12B. Estimate of Annual Cost to Respondent for Burden Hours

Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included under ‘Annual Cost to Federal Government’.

The estimated total annual cost burden to all respondents is \$84,869. These numbers are calculated by multiplying the total and per respondent hourly burden estimates by the fully burdened mean hourly wage rate (\$45.77) for industrial engineers, compiled by the U.S. Department of Labor’s Bureau of Labor Statistics. (See <http://www.bls.gov/oes/current/oes172112.htm>) There are no capital and start-up cost components or operations and maintenance associated with either of these data collections.

Table A2. Estimated Respondent Cost Burden

Form Number/Title (and/or other Collection Instrument name)	Type of Respondents	Total Annual Burden Hours	Hourly Wage Rate	Total Respondent Costs
Better Buildings Showcase Project Form (DOE F 540.10)	Voluntary Partner	40	45.77	\$1,830.80

Better Buildings Implementation Model Form (DOE F 540.11)	Voluntary Partner	30	45.77	\$1,373.10
Better Buildings Better Practice Award Application Form (DOE F 540.12)	Voluntary Partner	60	45.77	\$2,746.20
Better Buildings Better Project Award Application Form (DOE F 540.13)	Voluntary Partner	60	45.77	\$2,746.20
Better Buildings Challenge Website Profile Page Template (DOE F 540.14)	Voluntary Partner	12	45.77	\$549.24
Better Buildings Challenge Financial Allies Website Profile Form (DOE F 540.15)	Voluntary Partner	2.5	45.77	\$114.43
Better Buildings Challenge Facility-Level Energy Performance Data (One-time, non-recurring action to initiate sharing of data already entered into Portfolio Manager. No DOE information collection form.)	Voluntary Partner	5	45.77	\$228.85
Better Buildings Facility-level Energy Reporting Form: Annual data sharing. (DOE F 540.16)	Voluntary Partner	100	45.77	\$4,577.00
Better Buildings Challenge Financial Allies Data Collection Form (DOE F 540.17)	Voluntary Partner	40	45.77	\$1,830.80
Better Buildings Better Plants Challenge Annual Reporting (DOE F 540.18)	Voluntary Partner	175	45.77	\$8,009.75
Annual Better Plants Program Pledge Form for those with existing data collection systems (DOE F 540.19)	Voluntary Partner	420	45.77	\$19,223.40
Annual Better Plants Program Pledge Form for those without existing data collection system (DOE F 540.19)	Voluntary Partner	480	45.77	\$21,969.60
Better Buildings Better Plants Waste Data Collection (DOE F 540.20)	Voluntary Partner	60	45.77	\$2,746.20
Better Buildings Better Plants Water Data Collection Form (DOE F 540.21)	Voluntary Partner	60	45.77	\$2,746.20
Better Buildings Better Plants In-Plant Trainings Application Form (DOE F 540.22)	Voluntary Partner	10	45.77	\$457.70
Better Buildings Better Plants In-Plant Trainings Course Evaluation Form (DOE F 540.23)	Voluntary Partner	22.5	45.77	\$1,029.83
Better Buildings Better Plants In-Plant Trainings Post Follow-up with Host Plant (DOE F 540.24)	Voluntary Partner	3	45.77	\$137.31

Better Buildings Alliance Application Form (DOE F 540.25)	Voluntary Partner	2.5	45.77	\$114.43
Better Climate Challenge Website Profile Page Template (DOE F 540.26)	Voluntary Partner	27.5	45.77	\$1,258.68
Better Climate Challenge Showcase Project Template (DOE F 540.27)	Voluntary Partner	50	45.77	\$2,288.50
Better Climate Challenge Emissions Reduction Pathways Template (DOE F 540.28)	Voluntary Partner	20	45.77	\$915.40
Better Climate Challenge Emissions Reduction Template (DOE F 540.29)	Voluntary Partner	174.3	45.77	\$7,975.88
	TOTAL	1854.30		\$84,869.48

A.13. Other Estimated Annual Cost to Respondents

Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information.

There are \$0 in other estimated annual costs to respondents, either from capital/startup costs or from operation, maintenance, or purchase of services beyond customary and usual business of private practices.

A.14. Annual Cost to the Federal Government

Provide estimates of annualized cost to the Federal government.

DOE will require contractor support to process and analyze the data being reported by recipients and prepare an annual summary of energy savings achieved. The following estimate reflects the DOE and contractor resources needed to process and analyze the data being reported by participants. The fully loaded hourly rates were informed by the rates, which vary by years of experience and technical expertise, charged to the federal government of contractors currently supporting the program for these services.

Data Management for Better Buildings, Better Plants; Better Buildings Challenge; and Better Climate Challenge

160 hours per year to store the data in a centralized database and manage the database

160 hours @ \$100 per hour = \$16,000

Non-Data Related Costs

20 hours per year to collect and review profile template submissions

20 hours @ \$115 per hour = \$2,300

10 hours per year to collect and review In-Plant Training applications

10 hours @ \$150 per hour = \$1,500

4 hours per year to collect implementation data from host plant

4 hours @ \$150 per hour = \$600

100 hours per year to collect and review other materials

100 hours @ \$115 per hour = \$11,500

Therefore, total costs to the Federal government for these collection efforts will be \$31,900.

A.15. Reasons for Changes in Burden

Explain the reasons for any program changes or adjustments reported in Items 13 (or 14) of OMB Form 83-I.

The data collection efforts described in this submission are the result of the Congressional directive from Section 106 of EPAct 2005. There is an overall burden reduction of 437.75 hours associated with this submission, due to the fact that the Better Buildings Challenge, Better Plants, and Better Buildings Alliance are mature programs that are no longer growing at the rates they previously did. This reduction in growth results in a significant drop in overall burden hours. This is partially offset by the new data collection taking place for the Better Climate Challenge.

Together, these collections result in a reduction of 437.75 hours relative to the previous information collection request (ICR), partly due to streamlining reporting forms and improved data collection methods, and partly due to a decrease in the number of new partners expected to join several of the programs.

Table A3. ICR Summary of Burden

	Requested	Program Change Due to Agency Discretion	Change Due to Adjustment in Agency Estimate	Previously Approved
Total Number of Responses	841		-16	857
Total Time Burden (Hr)	1,854.25		-438	2,292
Total Cost Burden	\$84,869		-\$14,683	\$99,552

A.16. Collection, Tabulation, and Publication Plans

For collections whose results will be published, outline the plans for tabulation and publication.

This package contains no collections whose results will be published for statistical use. Information collected through this effort will be used to publicize the efforts and strategies of Better Buildings, Better Plants, Better Buildings Alliance, and Better Buildings Challenge partners via the program’s websites as a means to encourage other organizations to learn from their successes and adapt their implementation

models to achieve similar reductions in energy intensity. The results of the programs will only be published in program evaluation and metrics documentation. No complex calculations are required to track the progress of program participants towards the goal of reducing annual energy intensity.

DOE will take all necessary precautions to ensure that the sharing of respondent information does not contain National Security information or other information/data that is protected by other statute, practice, or legal precedent. DOE will maintain compliance with current privacy requirements including OMB guidance and will ensure that data made available has any required Privacy Impact Assessments or System of Records Notices available on DOE's websites. DOE will also maintain currency with public disclosure requirements as well as ensure the required confidentiality, integrity, and availability controls are corroborated prior to release.

A.17. OMB Number and Expiration Date

If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons why display would be inappropriate.

DOE is not seeking approval to not display the expiration date for OMB approval of the information collection.

A.18. Certification Statement

Explain each exception to the certification statement identified in Item 19 of OMB Form 83-I.

There are no exceptions to the certification statement identified in Item 19 of the OMB Form 83-I.

Appendix A – Summary of Amended Information Collection Review Activities

Program	Information Collection Description	Status	Average Burden Hours per Responder	Notes
BB	Showcase Project Form	Approved	2	No substantive changes made; was previously considered a BCC form.
BB	Implementation Model Form	Approved	2	No substantive changes made; was previously considered a BCC form.
BB	Better Practice Award Application Form	Approved	1	No substantive changes made; was previously considered a BBBP form.
BB	Better Project Award Application Form	Approved	1	No substantive changes made; was previously considered a BBBP form.
BBC	Website Profile Page Template	Approved	0.5	No substantive changes made.
	Financial Allies Website Profile Form			
BBC	Facility-Level Energy Performance Data	Approved	0.25	No DOE information collection form required; Companies share access to EPA Portfolio Manager tool reports.
BBC	Better Buildings Facility-Level Energy Reporting Form	Approved	2	No substantive changes made.
BBC	Financial Allies Data Collection Form	Approved	2	No substantive changes made; burden hours updated based on partner experience since last ICR.
BBBP	Better Buildings Better Plants Challenge Annual Reporting	Approved	3.5	No substantive changes made; burden hours updated based on partner experience since last ICR.
BBBP	Annual Better Plants Program Pledge	Approved	3.5 or 32	This burden estimate includes

	Form	d		one figure for companies that use an existing data collection system and one figure those that do not.
BBBP	Waste Data Collection	New	3	N/A
BBBP	Water Data Collection Form	Approved	3	No substantive changes made.
BBBP	In-Plant Trainings Application Form	Approved	0.5	No substantive changes made.
BBBP	In-Plant Trainings Course Evaluation Form	Approved	0.25	No substantive changes made.
BBBP	In-Plant Trainings Post Follow-up with Host Plant	Approved	0.5	No substantive changes made.
BBA	Application Form	Approved	0.25	No substantive changes made.
BCC	Website Profile Page Template	New	.5	N/A
BCC	Showcase Project Template	New	2	N/A
BCC	Emissions Reduction Pathways Template	New	2	N/A
BCC	Emissions Reduction Template	New	1.5	N/A

BB, Better Buildings

BBC, Better Buildings Challenge

BBBP, Better Buildings, Better Plants Program

BBA, Better Buildings Alliance

BCC, Better Climate Challenge