

Table 1b: Close-out Form Respondent Burden for State, Local and Private Entity Burden Calculation (r

Task	Contribution of Each Worker to the Task		
	Management (hours)	Technical (hours)	Clerical (hours)

Table 3b: Close-Out Form Estimated Unit Burden and Cost to Respondents

Respondent Type/Activity	Hours				Costs (2022\$)			
	Management	Technical	Clerical	Total	Management	Technical	Clerical	Total
One Bus Per Approved Applicant								
State governments (includes tribal) and Local governments (includes school districts)								
Review instructions	0.13	0.00	0.49	0.61	\$10.29	\$0.00	\$23.53	\$33.82
Gather information	0.00	0.53	0.70	1.23	\$0.00	\$35.48	\$33.79	\$69.28
Fill out Close Out forms (incremental information)	0.34	0.13	0.50	0.96	\$27.77	\$0.38	\$24.14	\$52.29
Record keeping	0.03	0.00	0.24	0.26	\$2.06	\$0.00	\$11.47	\$13.52
Total	0.49	0.65	1.93	3.07	\$40.11	\$43.87	\$92.93	\$176.91
Private Fleets								
Review instructions	0.13	0.00	0.49	0.61	\$10.09	\$0.00	\$18.17	\$28.26
Gather information	0.00	0.53	0.70	1.23	\$0.00	\$20.96	\$26.09	\$47.05
Fill out Close Out forms (incremental information)	0.34	0.13	0.50	0.96	\$27.24	\$4.95	\$18.64	\$50.82
Record keeping	0.03	0.00	0.24	0.26	\$2.02	\$0.00	\$8.85	\$10.87
Total	0.49	0.65	1.93	3.07	\$39.34	\$25.91	\$71.75	\$137.00
25 Buses Per Approved Applicant								
State governments (includes tribal) and Local governments (includes school districts)								
Review instructions	0.13	0.00	0.49	0.61	\$10.29	\$0.00	\$23.53	\$33.82
Gather information	0.00	2.13	2.00	4.13	\$0.00	\$142.49	\$96.55	\$239.05
Fill out Close Out forms (incremental information)	1.81	0.63	2.00	4.44	\$149.14	\$41.91	\$96.55	\$287.60
Record keeping	0.05	0.00	0.73	0.78	\$4.11	\$0.00	\$35.00	\$39.11
Total	1.99	2.75	5.21	9.95	\$163.54	\$184.40	\$251.64	\$599.58
Private Fleets								
Review instructions	0.13	0.00	0.49	0.61	\$10.09	\$0.00	\$18.17	\$28.26
Gather information	0.00	2.13	2.00	4.13	\$0.00	\$84.18	\$74.54	\$158.72
Fill out Close Out forms (incremental information)	1.81	0.63	2.00	4.44	\$146.27	\$24.76	\$74.54	\$245.57
Record keeping	0.05	0.00	0.73	0.78	\$4.04	\$0.00	\$27.02	\$31.06
Total	1.99	2.75	5.21	9.95	\$160.39	\$108.93	\$194.28	\$463.60

Table 3a: Application Form Estimated Unit Burden and Cost to Respondents

Respondent Type/Activity	Hours				Costs (2022\$)			
	Management	Technical	Clerical	Total	Management	Technical	Clerical	Total
One to 25 Bus Per Applicant								
State governments (includes tribal) and Local governments (includes school districts)								
Review instructions	0.15	0.15	0.1	0.4	\$12.34	\$10.06	\$4.83	\$27.23
Gather information	0	0.75	0	0.75	\$0.00	\$50.29	\$0.00	\$50.29
Fill out Application (incremental information)	0.25	0.5	0.1	0.85	\$20.57	\$33.53	\$4.83	\$58.93
Record keeping	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Total	0.4	1.4	0.2	2	\$32.91	\$93.88	\$9.66	\$136.45
Private Fleets								
Review instructions	0.15	0.15	0.1	0.4	\$12.11	\$5.94	\$3.73	\$21.77
Gather information	0	0.75	0	0.75	\$0.00	\$29.71	\$0.00	\$29.71
Fill out Application (incremental information)	0.25	0.5	0.1	0.85	\$20.18	\$19.81	\$3.73	\$43.71
Record keeping	0	0	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Total	0.4	1.4	0.2	2	\$32.28	\$55.46	\$7.45	\$95.19

Table 4b: Close-out Form Estimated Total Burden and Cost to Respondents

Respondent Type	Number of Respondents/Responses	Unit Burden and Cost		Total Burden and Cost over Emergency ICR Period	
		Hours	Cost (2022\$)	Hours	Cost (2022\$)
One Bus Per Approved Applicant					
State governments (includes tribal)	25	3.07	\$176.91	76.67	\$4,422.76
Local governments (includes school districts)	191	3.07	\$176.91	585.73	\$33,789.92
Private Fleets	183	3.07	\$137.00	561.20	\$55,071.49
Total	399		1,223.60		\$63,284.17
25 Buses Per Approved Applicant					
State governments (includes tribal)	25	9.95	\$599.58	248.75	\$14,989.95
Local governments (includes school districts)	191	9.95	\$599.58	1,900.45	\$114,520.38
Private Fleets	183	9.95	\$463.60	1,820.85	\$84,839.63
Total	399		3,670.05		\$214,349.97
Total Average Burden and Cost for Close-out Form				2,597	\$ 138,816.77

Table 4a: Application Form Estimated Total Burden and Cost to Respondents

Respondent Type	Number of Respondents/Responses	Unit Burden and Cost		Total Burden and Cost over Emergency ICR Period	
		Hours	Cost (2022\$)	Hours	Cost (2022\$)
One to 25 Bus Per Applicant					
State governments (includes tribal)	125	2.00	\$136.45	250.00	\$17,055.00
Local governments (includes school districts)	955	2.00	\$136.45	1,910.00	\$130,307.08
Private Fleets	1320	2.00	\$95.19	2,640.00	\$125,652.38
Total for Application	2400		\$136.45	4,800	\$273,015.39

Total Sum of Application and Close-out Form Burden and Costs: 7,397 \$ 411,832

Approved Applicant
Bus Dealer or Organization that Arrange Financing for Bus Purchases
Indian Tribe or Tribal Organization or Tribally Controlled School Not a Local Education Agency
Local Education Agency
State Government
Total*

Source: Business Automation Platform (BAP) query of Approved Applicant Types by Grant Jones (OTAQ/EPA) May
 * the number of applicants is expected to change as selectees withdraw after the query date

CSB Rebate Applicant
Bus Dealer or Organization that Arrange Financing for Bus Purchases
Indian Tribe or Tribal Organization or Tribally Controlled School Not a Local Education Agency
Local Education Agency
Private Fleet
State Government
Total*

Source: Based on FY22 Rebate Program Applicant data query of Applicant Types
 * the number of applicants is an estimate based on Program applicant pool

Count
183
3
191
22
399

10, 2023.

Count
915
15
955
405
110
2400

Table 5: Estimated Burden and Cost to the Agency

Collection Activity	Reporting Burden per Response	Number of Responses	Total Agency Burden Over the Emergency ICR Period	Total Agency Cost Over the Emergency ICR Period (2022\$)
Process new close out data fields ¹	3.00	399	1,197	\$157,178.52

¹Time estimate provided by EPA/OTAQ (Tim Thomas) via email on 4/28/2023: Estimated 2.5 – 3.0 hours per application depending on amount of buses, infrastructure and errors on the form.

Sources:

- 1 U.S. Bureau of Labor Statistics (BLS) (2023a). "Employer Costs for Employee Compensation for sta
- 2 U.S. Bureau of Labor Statistics (BLS) (2023b). "Employer Costs for Employee Compensation for pri
- 3 U.S. Environmental Protection Agency (EPA) (2020). Handbook on Valuing Changes in Time Use Ir
- 4 U.S. Office of Personnel Management (2022), Washington-Baltimore-Northern Virginia, DC-MD-F
- 5 Source: Business Automation Platform (BAP) query of Approved Applicant Types by Grant Jones (

ate and local government workers by occupation and industry group Table3 - December 2022." <http://www.bls.gov>

ivate industry workers by occupational and industry group Table 4 - December 2022." <https://www.bls.gov/r>

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OTAQ/EPA) May 10, 2023.

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Tester #1 for Close-out Form

Task	Estimated Time to Complete (hr)	Contribution of Each Worker to	
		Management	Technical
Incremental Tasks Due to New Close Out Data Fields (1 bus per approved applicant)			
Review instructions	0.50	0.00	0.00
Gather information	0.92	0.00	0.42
Fill out Close Out forms (incremental information)	1.00	0.00	0.00
Record keeping	0.10	0.00	0.00
Total	2.52	0.00	0.42
Incremental Tasks Due to New Close Out Data Fields (25 buses per approved applicant)			
Review instructions	0.50	0.00	0.00
Gather information	2.25	0.00	1.25
Fill out Close Out forms (incremental information)	5.00	1.00	1.00
Record keeping	0.20	0.00	0.00
Total	7.95	1.00	2.25

of the Task
Clerical
0.50
0.50
1.00
0.10
2.10
0.50
1.00
3.00
0.20
4.70

Tester #2 for Close-out Form

Task	Estimated Time to Complete (hr)	Contribution of Each Worker	
		Management	Technical

Incremental Tasks Due to New Close Out Data Fields (1 bus per approved applicant)

Review instructions	1.25	0.50	0.00
Gather information	1.17	0.00	0.17
Fill out Close Out forms (incremental information)	1.75	0.75	0.50
Record keeping	0.50	0.00	0.00
Total	4.67	1.25	0.67

Incremental Tasks Due to New Close Out Data Fields (25 buses per approved applicant)

Review instructions	1.25	0.50	0.00
Gather information	4.25	0.00	1.25
Fill out Close Out forms (incremental information)	5.75	2.25	1.50
Record keeping	1.50	0.00	0.00
Total	12.75	2.75	2.75

er to the Task
Clerical
0.75
1.00
0.50
0.50
2.75
0.75
3.00
2.00
1.50
7.25

Tester #3 for Close-out Form

Task	Estimated Time to Complete (hr)	Contribution of Each Work	
		Management	Technical
Incremental Tasks Due to New Close Out Data Fields (1 bus per approved applicant)			
Review instructions	0.30	0.00	0.00
Gather information	1.17	0.00	0.37
Fill out Close Out forms (incremental information)	0.30	0.30	0.00
Record keeping	0.10	0.00	0.00
Total	1.87	0.30	0.37
Incremental Tasks Due to New Close Out Data Fields (25 buses per approved applicant)			
Review instructions	0.30	0.00	0.00
Gather information	3.75	0.00	1.75
Fill out Close Out forms (incremental information)	2.50	1.00	0.00
Record keeping	0.20	0.00	0.00
Total	6.75	1.00	1.75

er to the Task
Clerical
0.30
0.80
0.00
0.10
1.20
0.30
2.00
1.50
0.20
4.00

Tester #4 for Close-out Form

Task	Estimated Time to Complete (hr)	Con
		Management
Incremental Tasks Due to New Close Out Data Fields (1 bus per approved applicant)		
Review instructions	0.40	0.00
Gather information	1.67	0.00
Fill out Close Out forms (incremental information)	0.80	0.30
Record keeping	0.35	0.10
Total	3.22	0.40
Incremental Tasks Due to New Close Out Data Fields (25 buses per approved applicant)		
Review instructions	0.40	0.00
Gather information	6.25	0.00
Fill out Close Out forms (incremental information)	4.50	3.00
Record keeping	1.20	0.20
Total	12.35	3.20

tribution of Each Worker to the Task

Technical	Clerical
0.00	0.40
1.17	0.50
0.00	0.50
0.00	0.25
1.17	1.65
0.00	0.40
4.25	2.00
0.00	1.50
0.00	1.00
4.25	4.90

Compiled Tester time for Close-out Form

Task	Average Estimated Time to Complete (hr)	Contribution of Each Worker to t	
		Management (Average)	Technical (Average)
Incremental Tasks Due to New Close Out Data Fields (1 bus per approved applicant)			
Review instructions	0.61	0.13	0.00
Gather information	1.23	0.00	0.53
Fill out Close Out forms (incremental information)	0.96	0.34	0.13
Record keeping	0.26	0.03	0.00
Total	3.07	0.49	0.65
Incremental Tasks Due to New Close Out Data Fields (25 buses per approved applicant)			
Review instructions	0.61	0.13	0.00
Gather information	4.13	0.00	2.13
Fill out Close Out forms (incremental information)	4.44	1.81	0.63
Record keeping	0.78	0.05	0.00
Total	9.95	1.99	2.75

the Task				
Clerical (Average)	Total - Tester #1 (hours)	Total - Tester #2 (hours)	Total - Tester #3 (hours)	Total - Tester #4 (hours)
0.49	0.50	1.25	0.30	0.40
0.70	0.92	1.17	1.17	1.67
0.50	1.00	1.75	0.30	0.80
0.24	0.10	0.50	0.10	0.35
1.93	2.52	4.67	1.87	3.22
0.49	0.50	1.25	0.30	0.40
2.00	2.25	4.25	3.75	6.25
2.00	5.00	5.75	2.50	4.50
0.73	0.20	1.50	0.20	1.20
5.21	7.95	12.75	6.75	12.35