

School Districts	Average time to read instructions	Average time to plan activities	Average time to gather information	Average time to compile and review	Average time to complete and submit paperwork	Average time to store/Maintain data	Average time burden estimate summary
1. Livermore Valley School District - Great Start Award	Environmental Manager - 10 minutes	Environmental Manager - 30 minutes	Environmental Manager - 1.0 Hour	Environmental Manager - 1.0 Hour	Environmental Manager - 45 minutes	Environmental Manager - 15 minutes	3 Hours
1. Livermore Valley School District - Great Start Award	0.2	0.5	1	1	0.75	0.25	3.7
2. Katy School District - Leadership Award	Environmental Manager - 1.0 Hour	Environmental Manager - 1.5 Hour	Environmental Manager - 5.0 hours per campus	Environmental Manager - 5.0 hour plus 1.0 per campus	Environmental Manager - 5.0 hour plus 1.0 per campus	Environmental Manager - 2.0 Hour	19 Hours 50 Minutes
2. Katy School District - Leadership Award	1	1.5	5	14	14	2	37.5
3. Metro Tech School District- Excellence Award	IPM Coordinator, Safety Coordinator, or Quality Assurance Specialist- 0.5 Hour	IPM Coordinator, Safety Coordinator, or Quality Assurance Specialist, food service personnel, certified pest technician, school nurse - 4.0 Hour	IPM Coordinator, Safety Coordinator, or Quality Assurance Specialist, food service personnel, certified pest technician, school nurse, Campus Facility Supervisors, Custodians and groundskeeper - 16 Hour	IPM Coordinator, Safety Coordinator, or Quality Assurance Specialist- 0.5 Hour	IPM Coordinator, Safety Coordinator, or Quality Assurance Specialist- 0.5 Hour	IPM Coordinator, Safety Coordinator, or Quality Assurance Specialist- 0.5 Hour	22 Hours
3. Metro Tech School District- Excellence Award	0.5	4	16	0.5	0.5	0.5	22
4. Metropolitan School District- Model of Sustained Excellence	Director- 2 hour	Director, IPM Staff- 8 Hours	Director, IPM Staff- 8 Hours	Director, IPM Staff - 8 Hours	Director, IPM Staff - 4 hours	Director, 1 hour	31 Hours
4. Metropolitan School District- Model of Sustained Excellence	2	8	8	8	4	1	31
5. IPM Institute of North America (Nonprofit) - Connector Award	Project coordinator, Director- 30 Minutes	Project coordinator Director- 30 minutes	Project coordinator Director- 2	Project coordinator Director- 6.5	Project coordinator Director- 4.5	Project coordinator Director- 25 Minutes	14 Hours 25 Minutes

3 hours 40 min

			Hours	Hours	Hours				
5. IPM Institute of North America (Nonprofit) - Connector Award		0.5	0.5	2	6.5	4.5	0.4	14.4	14 hours 25 min

Metro Tech School District- Excellence Award **Average time to gather information, total of 16 hours.**

IPM Coordinator, Safety Coordinator, Campus Facility Supervisors -- these are managerial labor, 8 of 16 hours.

Quality Assurance Specialist, food service personnel, certified pest technician, school nurse, Custodians and groundskeeper - these are technical labor, 8 of 16 hours.

**IAQ Tools for Schools Awards Program
Award Applicant and Winner Statistics
2000 – 2010**

Year	Excellence Applicants	Excellence Winners [^]	Model of Sustained Applicants	Model of Sustained Winners	Special Achievement Applicants**	Special Achievement Winners**	Total Applications Received
2009	13	5	3	3	5	2	21
2008	6	3	4	3	3	2	13
2007	8	3	6	5	8	3	22
2006	10	3	12	4	3	3	25
2005	6	6	1	1	2	2	9
2004*	12	12	n/a	n/a	3	3	15
2003	16	16	n/a	n/a	5	5	21
2002	14	14	n/a	n/a	7	7	21
2001	17	17	n/a	n/a	n/a	n/a	17
2000	10	10	n/a	n/a	n/a	n/a	10
Total	112	89	25	16	36	27	173

*In 2004, other award categories included Distinguished Service and Mentor of the Year Awards.

** Connector Award in 2009

[^] All Excellence Applicants won from 2000-2005.

Year	Great Start Applicants	Leadership Applicants*
2010 [^]	2	1
2009	18	12
2008	14	12
2007	42	6
2006	3	7
2005	3	2
2004	12	11
2003	29	15
2002	2	9
2001	n/a	n/a
2000	n/a	n/a
Total	125	75
All-Time Grand Total Applicants for All Years		383

* There are ten Leadership Applications for which both Cadmus and EPA are unable to determine which years the districts applied. While these ten applications are not reflected in the yearly totals, they are reflected in the grand total.

[^] The 2010 figures are accurate through March 30, 2010.

Tables 2 to 6 (columns O to T) are based on 2022 wages.

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Table 2. Average Annual Respondent Burden and Cost Estimates - Great Start Award

Collection Activities	Burden Hours			Total	
	Management	Technical	Clerical	Hours	Costs
	\$113.34 per hour	\$77.86 per hour	\$50.87 per hour		
Average time to read instructions	0.2	0	0	0.2	\$23
Average time to plan activities	0.5	0	0	0.5	\$57
Average time to gather information	1	0	0	1	\$113
Average time to compile and review	1	0	0	1	\$113
Average time to complete and submit paperwork	0.8	0	0	0.8	\$91
Average time to store/maintain data	0.3	0	0	0.3	\$34
Total per applicant	3.8	0	0	3.8	\$431
Total annual cost				95	\$10,767

Table 3. Average Annual Respondent Burden and Cost Estimates - Leadership Award

Collection Activities	Burden Hours			Total	
	Management	Technical	Clerical	Hours	Costs
	\$113.34 per hour	\$77.86 per hour	\$50.87 per hour		
Average time to read instructions	1	0	0	1	\$113
Average time to plan activities	1.5	0	0	1.5	\$170
Average time to gather information	5	0	0	5	\$567
Average time to compile and review	14	0	0	14	\$1,587
Average time to complete and submit paperwork	14	0	0	14	\$1,587
Average time to store/maintain data	2	0	0	2	\$227
Total per applicant	37.5	0	0	37.5	\$4,250
Total annual cost				375	\$42,503

Table 4. Average Annual Respondent Burden and Cost Estimates - Excellence Award

Collection Activities	Burden Hours			Total	
	Management	Technical	Clerical	Hours	Costs
	\$113.34 per hour	\$77.86 per hour	\$50.87 per hour		
Average time to read instructions	0.5	0	0	0.5	\$57
Average time to plan activities	2	2	0	4	\$382
Average time to gather information	8	8	0	16	\$1,530
Average time to compile and review	3	0	0	3	\$340
Average time to complete and submit paperwork	3	0	0	3	\$340
Average time to store/maintain data	1	0	0	1	\$113
Total per applicant	17.5	10	0	27.5	\$2,762
Total annual cost				248	\$24,859

Table 5. Average Annual Respondent Burden and Cost Estimates - Sustained Excellence Award

Collection Activities	Burden Hours			Total	
	Management	Technical	Clerical	Hours	Costs

	\$113.34	\$77.86	\$50.87	HOURS	Costs
	per hour	per hour	per hour		
Average time to read instructions	2	0	0	2	\$227
Average time to plan activities	4	4	0	8	\$765
Average time to gather information	4	4	0	8	\$765
Average time to compile and review	4	4	0	8	\$765
Average time to complete and submit paperwork	2	2	0	4	\$382
Average time to store/maintain data	1	0	0	1	\$113
Total per applicant	17	14	0	31	\$3,017
Total annual cost				124	\$12,068

Table 6. Average Annual Respondent Burden and Cost Estimates - Connector Award

Collection Activities	Burden Hours			Total	
	Management	Technical	Clerical	Hours	Costs
	\$113.34	\$77.86	\$50.87		
	per hour	per hour	per hour		
Average time to read instructions	0.5	0	0	0.5	\$57
Average time to plan activities	0.5	0	0	0.5	\$57
Average time to gather information	2	0	0	2	\$227
Average time to compile and review	6.5	0	0	6.5	\$737
Average time to complete and submit paperwork	4.5	0	0	4.5	\$510
Average time to store/maintain data	0.4	0	0	0.4	\$45
Total per applicant	14.4	0	0	14.4	\$1,632
Total annual cost				72.0	\$8,161

77 2018 renewal cycle

72 2015 renewal cycle

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Table 1: Estimated Annual Respondents, Hourly Burden and Wage Costs

Award Program	Respondents	Hourly Burden	Wage Costs
Great Start Award	25	95	\$10,767
Leadership Award	10	375	\$42,503
Excellence Award	9	248	\$24,859
Sustained Excellence Award	4	124	\$12,068
Connector Award	5	72	\$8,161
Total	53	914	\$98,357

Tables 7 to 11 are based on 2022 wages.

Table 7. Average Annual Agency Burden and Cost Estimates - Great Start Award

Collection Activities	Burden Hours			Total	
	Management	Technical	Clerical	Hours	Costs
	\$143.95	\$95.49	\$53.00		
	per hour	per hour	per hour		
Average time to read application and determine if applicant met requirements.	0	0.13	0	0.13	\$12
Average time to accept/deny, create a form letter and print paper certificate. Division Director signature.	0.05	0.08	0	0.13	\$15
Average time to create mailing label, track applicant in the awards tracking spreadsheet, mail certificate and letter to applicant.	0	0.03	0	0.03	\$3
Total per applicant	0.05	0.24	0	0.29	\$30
Total annual cost				7	\$753

Table 8. Average Annual Agency Burden and Cost Estimates - Leadership Award.

Collection Activities	Burden Hours			Total	
	Management	Technical	Clerical	Hours	Costs
	\$143.95	\$95.49	\$53.00		
	per hour	per hour	per hour		
Average time to read application and determine if applicant met requirements.	0	0.17	0	0.17	\$16
Average time to accept/deny, create a form letter and print paper certificate. Division Director signature.	0.05	0.08	0	0.13	\$15
Average time to create mailing label, track applicant in the awards tracking spreadsheet, mail certificate and letter to applicant.	0	0.03	0	0.03	\$3
Total per applicant	0.05	0.28	0	0.33	\$34
Total annual cost				3	\$339

Table 9. Average Annual Agency Burden and Cost Estimates - Excellence Award

Collection Activities	Burden Hours			Total	
	Management	Technical	Clerical	Hours	Costs
	\$143.95	\$95.49	\$53.00		
	per hour	per hour	per hour		
Organize applications by region as they are submitted. Track applicants in detailed tracking spreadsheet.	0	0.08	0	0.08	\$8

Print each application with scoring sheet with evaluation criteria. Create large binder for reviewers that contains all the applications and scoring sheets.	0	0.08	0	0.08	\$8
Determine who will be participating on the review panel. Preferably odd number of people. Depending on number of applications, provide lead time of two weeks for reviewers to read and score each application.	0.25	0.25	0	0.5	\$60
Provide regional staff PDFs of their applicants for their review and weigh-in as personnel that may have worked with districts specifically.	0	0.08	0	0.08	\$8
In two weeks assimilate all score and hold half day consensus meeting to determine what school districts are awards. During this meeting each applicant is discussed, and strength and weaknesses of the application documented. This information is used in follow up communications (both winners and those not chosen) with the applicants for them to improve their next year's application if they were not chosen this year.	0	5	0	5	\$477
Provide a list of selected applicants to recognize; submit to EPA regions and senior management for approval.	0.5	0.5	0	1	\$120
Conduct compliance scans on school districts and reconcile any issues that may arise.	0	0.5	0	0.5	\$48
Send an announcement email to internal EPA staff about award winning applicants. Contact via phone all the applicants being recognized and set up phone meetings with those applicants not chosen to share consensus meeting feedback about strengths and areas of improvement of the application.	0	0.5	0	0.5	\$48
If there is an event designated for highlighting the award-winning school districts and invitational travel involved, convey logistics to selected applicants.	0	0.17	0	0.17	\$16
Using award winning applications create communications materials to showcase these award-winning programs. Initiate comprehensive outreach communications plan. If necessary, assist applicants with promoting their award using approved EPA messaging about the awards program and showcasing school IPM success stories.	0.5	1	0	1.5	\$167
Total per applicant	1.25	8.17	0	9.42	\$960
Total annual cost				85	\$8,641

Table 10. Average Annual Agency Burden and Cost Estimates - Sustained Excellence Award

Collection Activities	Burden Hours			Total	
	Management	Technical	Clerical	Hours	Costs
	\$143.95	\$95.49	\$53.00		
	per hour	per hour	per hour		
Organize applications by region as they are submitted. Track applicants in detailed tracking spreadsheet.	0	0.08	0	0.08	\$8
Print each application with scoring sheet with evaluation criteria. Create large binder for reviewers that contains all the applications and scoring sheets.	0	0.08	0	0.08	\$8
Determine who will be participating on the review panel. Preferably odd number of people. Depending on number of applications, provide lead time of two weeks for reviewers to read and score each application.	0.25	0.25	0	0.5	\$60
Provide regional staff PDFs of their applicants for their review and weigh-in as personnel that may have worked with a district specifically.	0	0.08	0	0.08	\$8
In two weeks assimilate all score and hold half day consensus meeting to determine what school districts are awards. During this meeting each applicant is discussed, and strength and weaknesses of the application documented. This information is used in follow up communications (both winners and those not chosen) with the applicants for them to improve their next year's application if they were not chosen this year.	0	5	0	5	\$477
Provide a list of selected applicants to recognize; submit to EPA regions and senior management for approval.	0.5	0.5	0	1	\$120
Conduct compliance scans on school districts and reconcile any issues that may arise.	0	0.5	0	0.5	\$48
Send an announcement email to internal EPA staff about award winning applicants. Contact via phone all the applicants being recognized and set up phone meetings with those applicants not chosen to share consensus meeting feedback about strengths and areas of improvement of the application.	0	0.5	0	0.5	\$48
If there is an event for highlighting the award-winning school districts and invitational travel involved, convey logistics to selected applicants.	0	0.17	0	0.17	\$16
Using award winning applications create communications materials to showcase these award-winning programs. Initiate comprehensive outreach communications plan). If necessary, assist applicants with promoting their award using approved EPA messaging about the awards program and showcasing school IPM success stories.	0.5	1	0	1.5	\$167

Total per applicant	1.25	8.16	0	9.41	\$959
Total annual cost				38	\$3,837

Table 11. Average Annual Agency Burden and Cost Estimates - Connector Award

Collection Activities	Burden Hours			Total	
	Management	Technical	Clerical	Hours	Costs
	\$143.95	\$95.49	\$53.00		
	per hour	per hour	per hour		
Organize applications by region as they are submitted. Track applicants in detailed tracking spreadsheet.	0	0.08	0	0.08	\$8
Print each application with scoring sheet with evaluation criteria. Create large binder for reviewers that contains all the applications and scoring sheets.	0	0.08	0	0.08	\$8
Determine who will be participating on the review panel. Preferably odd number of people. Depending on number of applications, provide lead time of two weeks for reviewers to read and score each application.	0.25	0.25	0	0.5	\$60
Provide regional staff PDFs of their applicants for their review and weigh-in as personnel that may have worked with a district specifically.	0	0.08	0	0.08	\$8
In two weeks assimilate all score and hold half day consensus meeting to determine what school districts are awards. During this meeting each applicant is discussed, and strength and weaknesses of the application documented. This information is used in follow up communications (both winners and those not chosen) with the applicants for them to improve their next year's application if they were not chosen this year.	0	4.5	0	4.5	\$430
Provide list of selected applicants to recognize to regions and senior management for approval.	0.5	0.5	0	1	\$120
Conduct compliance scans on school districts and reconcile any issues that may arise.	0	0.5	0	0.5	\$48
Send an announcement email to internal EPA staff about award winning applicants. Contact via phone all the applicants being recognized and set up phone meetings with those applicants not chosen to share consensus meeting feedback about strengths and areas of improvement of the application.	0	0.5	0	0.5	\$48
If there is an event for highlighting the award-winning school districts and invitational travel involved, convey logistics to selected applicants.	0	0.17	0	0.17	\$16

Using award winning applications create communications materials to showcase these award-winning programs. Initiate comprehensive outreach communications plan. If necessary, assist applicants with promoting their award using approved EPA messaging about the awards program and showcasing school IPM success stories.	0.5	1	0	1.5	\$167
Total per applicant	1.25	7.67	0	8.92	\$912
Total annual cost				45	\$4,562

\$12
\$15
\$3
\$30
\$753

\$8
\$8
\$60
\$8
\$477
\$120
\$48
\$48
\$16
\$167

\$959
\$3,837

Table 12: Total Agency Annual Burden and Cost Summary

	Total burden hours	Total cost
Great Start Award	7	\$753
Leadership Award	3	\$339
Excellence Award	85	\$8,641
Sustained Excellence Award	41	\$3,837
Connector Award	48	\$4,562

184 2018 renewal cycle (the Supporting Statement dated May 11, 2

181 2015 renewal cycle

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NAICS: 999300

updated April 25, 2023

Local Government

Labor Category:	Formula	Managerial	Technical
Unloaded Hourly Rate ¹	= W	\$ 52.14	\$ 35.82
Benefits Percentage ²	Lb = B/W	44.9%	44.9%
Benefits per hour	B = W*Lb	\$ 23.42	\$ 16.09
Loaded Hourly Rate	Wb = W + B = W(1+Lb)	\$75.56	\$51.91
Overhead Percentage ³	Lo = OH/Wb	50%	50%
Overhead per hour	OH = Wb*Lo	\$ 37.78	\$ 25.95
Fully Loaded Hourly Rate	Wf = Wb + OH = W + B + OH	\$113.34	\$77.86

1. Data Source: BLS http://www.bls.gov/oes/current/naics4_999300.htm

NAICS 999300 - Local Government

Standard Occupational Codes:

Management: 11-0000, Management Occupations

Technical: 19-0000, Life, Physical, and Social Science Occupations

Clerical: 43-0000, Office and Administrative Support Occupations

2. Fringe benefits/wage per hour. The average for non farm, non federal civilian workers of the load labor rate (wage + benefits) suggested in EPA guidance.

NAICS: 999100

updated April 25, 2023

EPA or Federal Government

Labor Category:	Formula	Managerial	Technical
Unloaded Hourly Rate ¹	= W	\$ 66.22	\$ 43.93
Benefits Percentage ²	Lb = B/W	44.9%	44.9%
Benefits per hour	B = W*Lb	\$ 29.74	\$ 19.73
Loaded Hourly Rate	Wb = W + B = W(1+Lb)	\$95.96	\$63.66
Overhead Percentage ³	Lo = OH/Wb	50%	50%
Overhead per hour	OH = Wb*Lo	\$ 47.98	\$ 31.83
Fully Loaded Hourly Rate	Wf = Wb + OH = W + B + OH	\$143.95	\$95.49

1. Data Source: BLS http://www.bls.gov/oes/current/naics4_999100.htm

NAICS 999100 - Federal Executive Branch

Standard Occupational Codes:

Management: 11-0000, Management Occupations

Technical: 19-0000, Life, Physical, and Social Science Occupations

Clerical: 43-0000, Office and Administrative Support Occupations

2. Fringe benefits/wage per hour. The average for non farm, non federal civilian workers of the load labor rate (wage + benefits) suggested in EPA guidance.

Clerical
\$ 23.40
44.9%
\$ 10.51
\$33.91
50%
\$ 16.96
\$50.87

May 2022 data

Last Modified Date: April 25, 2023

updated 4/08/2014

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Clerical
\$ 24.38
44.9%
\$ 10.95
\$35.33
50%
\$ 17.67
\$53.00

May 2022 data

Last Modified Date: April 25, 2023

updated 4/08/2014

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