

U.S. Environmental Protection Agency Information Collection Request

Title: Urban Waters Federal Partnership Program

OMB Control Number: 2040-NEW

EPA ICR Number: 2801.01

Abstract: The Urban Waters Federal Partnership (UWFP) is a voluntary program established in 2011. Its primary aim is to reconnect urban communities, particularly those that are overburdened or economically distressed, with their waterways, thereby fostering a sense of stewardship for clean urban waters. The program operates through a diverse network of partners, all working towards a common goal of helping communities restore and protect water quality and revitalize adjacent rural, suburban and urban neighborhoods throughout the watershed. The UWFP program provides a platform for communities to collaborate and work towards holistic environmental and social priorities, thereby enhancing their watersheds. These partnerships are a collective effort, bringing together federal agencies, Tribal governments, state and local agencies, and non-profit and community-led organizations. The program is spearheaded by the U.S. Environmental Protection Agency's Office of Water, in collaboration with fourteen other federal agencies.

An organization's decision to participate in UWFP is entirely voluntary. A location's participation in the program generally begins when a group of organizations collaborate to form a local partnership to improve an urban watershed. The partnership consists of state and local government, non-governmental organizations, community-based organizations, federal agencies and may include Tribal government. Each partnership must apply to become a designated UWFP location and hire an Ambassador to manage the partnership who serves as the main point-of-contact between partners and the federal agencies. The UWFP designated twenty locations between 2011 and 2015 and one location in 2023. The twenty-one geographically dispersed locations are working to revitalize urban waterways and the surrounding communities, transforming overlooked watersheds into community assets.

Each location conducts different activities depending on the needs of its watershed and communities. Ambassadors serve as the lead coordinator for each location and provide data and information to UWFP on a regular basis. Each location has an active partnership **Workplan** that will be prepared every other year and provided to the UWFP for review. Ambassadors will provide summary information on workplan achievements and collaborative activities during a year by submitting an **Annual Reporting Form**. The EPA will use the information collected to track the progress of the program at each location and celebrate the locations' successes. In addition to quantitative metrics on the program's activities, the UWFP also will collect qualitative data on the impact and health of the partnership at each location. **Partnership Evaluation Forms** will be completed by the partner organizations at each location to help the UWFP national program understand the degree to which partnership locations are building organizational capacity, connectedness and collaboration between partner organizations. These forms are also used to plan future activities that support healthy and sustainable partnerships.

Supporting Statement A

1. NEED AND AUTHORITY FOR THE COLLECTION

Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection.

As part of strategic planning efforts, the EPA encourages programs to develop meaningful performance measures, set ambitious targets and link budget expenditures to results. Data collected under this ICR will help the UWFP program demonstrate results and carry out evaluation efforts to ensure continuous program improvement. In addition, data will help the EPA support designated UWFP locations in working more efficiently and effectively.

The Clean Water Act has provisions and authorities that support the UWFP program as currently described. Section 104(a) and (b) of the Clean Water Act broadly authorizes the Administrator to establish national programs for the reduction of pollution, which may include cooperation with, encouragement of, and assistance for public and private efforts to prevent, reduce and eliminate pollution.

The 1993 Government Performance and Results Act (PL 103-62) requires federal agencies to develop plans for what they intend to accomplish, measure how well they are doing, make appropriate decisions based on the information they have gathered and communicate information about their performance to Congress and to the public. In response, the EPA develops Strategic Plans that are submitted to Congress every five years. Goal 5 of this plan focuses on ensuring that the nation's water is both clean and safe. The 2022-2026 EPA Strategic Plan highlighted support for protecting and restoring waterbodies and watersheds as a key strategy in achieving progress for its goal of Ensuring Clean and Safe Water for All Communities. The UWFP program is an important element of the EPA's strategic planning efforts to promote the improvement of watersheds and support adaptation to climate change.

In addition, Executive Order 13985 "Advancing Racial Equity and Support for Underserved Communities Through the Federal Government" (January 20, 2021) and Executive Order 14096 "Revitalizing our Nation's Commitment to Environmental Justice for All" (April 21, 2023) call for federal agencies to better reach underserved and overburdened communities and improve access to clean water for all. The UWFP program helps the participating federal agencies achieve those goals through sustained collaboration with communities with environmental justice concerns, channeling local priorities to those agencies, and through supporting holistic approaches to education, training and outreach. Finally, Executive Order 14008 "Tackling the Climate Crisis at Home and Abroad" (January 27, 2021) requires federal agencies to work to address the climate crisis across the government and develop and implement action plans. Climate change adaptation and resilience is a key pillar of the UWFP program, and projects are undertaken at the local level to address current and future climate impacts within underserved and overburdened communities and their watersheds.

2. PRACTICAL UTILITY/USERS OF THE 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 collected by the UWFP program is not designed or intended to support regulatory decision-making by the EPA's Office of Water or other EPA offices. Programmatic partnership data is voluntarily reported by individual Urban Waters Ambassadors and the partners they work with. The EPA will use information collected for a variety of purposes, described below.

Workplan

The EPA will use the information from the **Workplan** to follow the progress of restoration efforts, climate resilience and other projects occurring at the designated UWFP locations. Each workplan will be reviewed by the EPA and serves as the scope of work for that location for the upcoming two years.

Annual Reporting Form

The EPA will use the information from the **Annual Reporting Form** to monitor progress of each partnership location as it works toward restoring, revitalizing and protecting each watershed along with achieving equity, community engagement and environmental justice goals. Each designated UWFP location will report annual data to the EPA on their accomplishments from the previous calendar year. This collection allows the EPA to maintain effective program management and summarize environmental results achieved across the overall UWFP program. The UWFP reporting on these items helps to measure the EPA's overall goal of clean and safe water.¹

Partnership Evaluation Form

UWFP Ambassadors will use the **Partnership Evaluation Form** to collect information from their partner organizations at each designated location. The EPA will use the information collected in this form to evaluate how well the partnerships are developing organizational capacity, connectivity, and collaboration between partner organizations at each location and to plan future activities that support healthy and sustainable partnerships into the future.

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, and the basis for the decision for adopting this means of collection. Also describe any consideration of using information technology to reduce burden.

The EPA's Office of Wetlands, Oceans and Watersheds coordinates with federal agency partners as well as the EPA regions on a regular basis as the program is implemented. In addition to the information in this ICR, the UWFP program generally relies on using existing data and information, including data and information from other federal agencies, state or local governments, or federally recognized Indian Tribes. In collecting and analyzing the information associated with this ICR, the EPA will use a telephone system, personal computers, email software, electronic form software, and Microsoft Excel and Word software. The EPA plans to offer all information collection instruments electronically, with hard-copy versions available upon request. Electronic submissions will not have a significant impact on respondents or agency burden. **Workplans** will be submitted electronically via email. Workplan submissions may include pictures and other public outreach tools that have been developed. Forms will

¹EPA FY2022 - FY2026 Strategic Plan: <https://www.epa.gov/planandbudget/strategicplan>

be reviewed for completeness and then stored electronically. The EPA will often review the form with the respondent to get clarification and provide feedback. **Annual Reporting Forms** and **Partnership Evaluation Forms** will be submitted through an online form software. The EPA will download the information obtained from the forms into an Excel spreadsheet. The EPA will use the software's calculation features whenever possible to minimize errors. The EPA will ensure the reasonableness and completeness of the information collected electronically by reviewing each submittal and following up with a conversation with the respondent when verification is needed.

4. EFFORTS TO IDENTIFY DUPLICATION

Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.

The UWFP program is administered by the EPA's Office of Wetlands, Oceans and Watersheds in partnership with 14 other federal agencies. The **Workplan, Annual Reporting Form** and the **Partnership Evaluation Form** are unique forms addressing particular UWFP needs. No other EPA office or any other federal, state or local agency requests these same data organized in this particular manner.

Although there are no duplicative reporting requirements, some data requested for the **Annual Reporting Form** may be available from other EPA programs and other federal, state or local agencies. However, no one source contains all the data requested for the **Annual Reporting Form**. Therefore, the data must be compiled from other sources and organized in a manner detailed in the **Annual Reporting Form**. The EPA is continuing to work with non-EPA programs to ensure that watershed restoration efforts build on one another rather than duplicate efforts.

5. MINIMIZING BURDEN ON SMALL BUSINESSES AND SMALL ENTITIES

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

All data collected under this ICR will be voluntarily reported. The EPA expects that some of the participants in designated UWFP locations will be small entities. The EPA has designed its reporting materials to minimize respondent burden while obtaining sufficient and accurate information.

6. CONSEQUENCES OF LESS FREQUENT COLLECTION

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.

Workplans will be prepared by each designated UWFP location every other year and provided to the EPA. Priorities and activities change during a period of two years and numerous projects are completed during a year. Therefore, workplans must be developed every other year to plan and track progress. Requesting this information less frequently would hinder Agency efforts to manage the UWFP program and plan for future activities.

Annual Reporting Forms will be prepared by each designated UWFP location and data on particular program activities and achievements will be summarized during the year. These data will change each year as projects and activities are completed; therefore, reporting forms must be submitted annually. Requesting this information less frequently would hinder EPA efforts to assess program results and plan

for future program activities. It would also hinder the ability of the agency to review activities completed, evaluate the UWFP program and celebrate successes.

Partnership Evaluation Forms will be completed by each designated UWFP location on an annual basis to measure the health of the partnership at each location and track changes to the program over time. Organizations and priorities change frequently so forms must be completed annually. Collecting this information on a less frequent basis would hinder the ability of the agency to assess the health of partnerships over time—which are critical to the effectiveness of the program—and demonstrate the overall success of the program.

7. GENERAL GUIDELINES

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

This information collection is consistent with OMB guidelines contained in 5 CFR 1320.5(d)(2) in that:

- Information is not collected more often than quarterly.
- Responses are not required in less than 30 days.
- Respondents are not required to submit more than an original and two copies of the document.
- It does not provide for remuneration of respondents other than contractors or grantees.
- It does not require records to be kept for more than three years.
- It is not in conjunction with a statistical survey.
- Provisions for small businesses and other small entities are appropriate.
- Confidentiality is protected.
- It does not require provision of information in a format other than that which it is customarily maintained.

8. PUBLIC COMMENT AND CONSULTATIONS

8a. Public Comment

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 5 CFR 1320.8(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 by the Agency in response to these comments. Specifically address comments received on cost and hour burden.

The Federal Register Notice was published on March 27, 2024. The document citation is 89 FR 21252, pages 21252-21253. One comment was received during the comment period. The comment pertained to wildlife corridors and did not address any of the information in this ICR.

8b. Consultations

Describe efforts to consult with persons outside the Agency 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 reported. Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

UWFP program staff asked current Ambassadors to provide input on UWFP data collection efforts. The following Ambassadors provided input:

Name	Affiliation	Phone Number
Jaren Peplinski	Ciudad Soil Water Conservation District	505-510-3478
Julio Beltran	United States Geological Survey	512-927-3500
Maggie Soffel	Arizona State University	602-496-3221
Magali Rojas	Heartland Conservation Alliance	816-382-7829
Christina Carrero	Hudson River Foundation	212-497-1019
Weston Brinkley	Street Sounds Ecology, LLC	206-412-3244
Samuel Wallace	Peak Facilitation Group	303-253-5920

9. PAYMENTS OR GIFTS TO RESPONDENTS

Explain any decisions to provide payments or gifts to respondents, other than remuneration of contractors or grantees.

No payments or gifts will be provided to respondents.

10. ASSURANCE OF CONFIDENTIALITY

Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or Agency policy. If the collection requires a systems of records notice (SORN) or privacy impact assessment (PIA), those should be cited and described here.

None of the information collected under this ICR is confidential.

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 the Agency 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.

No information of a sensitive nature is requested by this ICR.

12. RESPONDENT BURDEN HOURS & LABOR COSTS

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. Generally, estimates should not include burden hours for customary and usual business practices.*
 - *If this request for approval covers more than one form, provide separate hour burden estimates for each form and the aggregate the hour burdens.*
 - *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 as O&M costs under non-labor costs covered under question 13.*
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12a. Respondents/NAICS Codes

Respondents consist of Urban Waters Ambassadors and a wide variety of organizations and businesses that partner with Ambassadors at each location.

NAICS Code	NAICS Title
115310	Support Activities for Forestry
114112	Shellfish Fishing
487210	Scenic and Sightseeing Transportation, Water
713930	Marinas
221310	Water Supply and Irrigation Systems
221320	Sewage Treatment Facilities
444130	Hardware Stores
444220	Nursery, Garden Center, Farm Supply Stores
445110	Supermarkets and Other Grocery (except Convenience Stores)
451110	Sporting Goods Stores
531120	Lessors of Nonresidential Buildings (except Miniwarehouses)
531110	Lessors of Residential Buildings and Dwellings
713940	Fitness and Recreational Sport Centers
713990	All Other Amusement and Recreational Industries
712190	Nature Parks and Other Similar Institutions
813312	Environment, Conservation, and Wildlife Organizations
813219	Other Grantmaking and Giving Services
813910	Business Associations
813319	Other Social Advocacy Organizations
813410	Civic and Social Organizations
813990	Other Similar Organizations (except Business, Professional, Labor and Political Organizations)
921150	American Indian and Alaska Native Tribal Governments
813940	Political Organizations
813110	Religious Organizations
541620	Environmental Consulting Services
921110	Executive Offices
921120	Legislative Bodies
923120	Administration of Public Health Programs
924110	Administration of Air and Water Resource and Solid Waste Management Programs
924120	Administration of Conservation Programs
925110	Administration Of Housing Programs
925120	Administration of Urban Planning and Community and Rural Development

12b. Information Requested

Workplans

Data items: Reporting items for Ambassadors at all locations are:

- Organization name
- Location background
- List of partner organizations
- Goals and objectives
- Upcoming initiatives, projects and activities
- Expected outputs and outcomes

Annual Reporting Form

Data items: Reporting items for Ambassadors and partner organizations at all locations are:

- Organization name
- Top accomplishments of the previous year
- Current major projects
- Number of volunteer hours
- Number of community members reached
- Number of jobs created
- Amount of dollars leveraged
- Number of plants/trees planted
- Square feet of habitat restored
- Miles of river monitored for water quality
- Square feet of green infrastructure installed
- Weight of trash removed

Partnership Evaluation Form

Data items: All respondents will complete the following data:

- Organization name
- Qualitative information on the degree to which participation in the partnership has benefitted the partner organizations, current activities within the watershed, and the prioritization of future projects in the watershed.

12c. Respondent Activities

Workplan

Respondent Activities: Compiling information on activities for each UWFP location, such as restoration projects, outreach materials to be developed, events and workshops.

Annual Reporting Form

Respondent activities: Compiling information on the activities and projects completed from the workplan. Compiling data to report environmental and programmatic metrics from those projects.

Partnership Evaluation Form

Respondent activities: Reflecting on the health and effectiveness of the partnership and what organizations gain from participation in the partnership. Compiling information on projects within the watershed and prioritizing future projects within the watershed.

12d. Respondent Burden Hours and Labor Costs

The total number of designated UWFP locations is limited by federal agency resources to support locations and private funding sources. Currently, there are 21 designated locations with the expectation that two new locations will join the program each year during the scope of this ICR. Each location has an

average of 40 different partner organizations to survey to get the information to respond to **Annual Reporting** and **Partnership Evaluation** forms.

(A) **Workplans:**

It is estimated that 60 burden hours are required for the designated UWFP locations to prepare and gather information to plan for the next two years and produce the workplan. This estimate accounts for staff time dedicated to obtaining additional information from their partners. For estimates of respondent costs, the EPA is using the U.S. Department of Labor's occupational employment statistics employment cost index (see <https://www.bls.gov/oes/current/oes190000.htm>) to calculate the current value of the dollar. The 2022 mean hourly wage estimate of \$40.21 plus a benefits/overhead multiplier of 1.6 will have a current value of \$64.34. This amount will be applied to the occupational group of life, physical, and social science.

The **Workplans** burden to respondent is:

FY2024: 21 Workplans

FY2025: 0 Workplans

FY2026: 25 Workplans

$21+0+25 = 46$ workplans/3 years

46 Workplans/3 years * 60 hours/workplan = **2,760 hours/ 3 years**

$2,760$ hours/3 years * \$64.34/hour = **\$177,578 /3 years_**

(B) **Annual Reporting Form:**

It is estimated that 6 burden hours per year are required for respondents to prepare and gather information to summarize the previous calendar year's activities in the Annual Reporting Form. On average, there are 40 different organizations that would respond to the form at each location. The 2022 mean hourly wage estimate of \$40.21 plus a benefits/overhead multiplier of 1.6 will have a current value of \$64.34. This amount will be applied to the occupational group of life, physical and social science (see Annual Workplans cost description above).

The **Annual Reporting** burden to the respondent is:

FY2024: 21 locations * 40 partner organizations = 840 Annual Reporting Forms

FY2025: 23 locations * 40 partner organizations = 920 Annual Reporting Forms

FY2026: 25 locations * 40 partner organizations = 1,000 Annual Reporting Forms

$(840+920+1000)/3 = 920$ average forms per year

920 Annual Reporting Forms/year * 6 hours/form = **5,520 hours/year**

$5,520$ hours/year * 3 years = **16,560 hours/3 years**

$16,560$ hours/3 years * \$64.34/hour = **\$1,065,470/3 years**

(C) **Partnership Evaluation Forms**

It is estimated that 0.5 burden hours per year are required for respondents to complete Partnership Evaluation Forms. On average, there are 40 different organizations that would respond to the form at

each location. The Partnership Evaluation Form is qualitative in nature, so no data needs to be compiled to complete the form. The mean hourly wage estimate of \$40.21 plus a benefits/overhead multiplier of 1.6 will have a current value of \$64.34, which will be applied for the occupational group of life, physical and social science (see Annual Workplans cost description above).

The **Partnership Evaluation** burden to the respondent is:

FY2024: 21 locations * 40 organizations = 840 Partnership Evaluation Forms
 FY2025: 23 locations * 40 organizations = 920 Partnership Evaluation Forms
 FY2026: 25 locations * 40 organizations = 1,000 Partnership Evaluation Forms

$(840+920+1000)/3 = 920$ average forms per year

920 Partnership Evaluation Forms * 0.5 hours/form = 460 hours/year

460 hours/year * 3 years = **1,380 hours/3 years**

1,380 hours/3 years * \$64.34/hour = **\$88,789/3 years**

Total Burden Hours and Labor Costs

The total universe of respondents for the **Workplan** is 46 respondents over three years, with an average of 15.3 respondents per year. The total universe of respondents is the same for both the **Annual Reporting and Partnership Evaluation Forms**, estimated to be 2,760 respondents over three years for an average of 920 respondents per year for each of those forms. **The total universe of respondents for this ICR is 2,806 respondents over three years, or an average of 935 respondents per year.**

Total Burden to Respondent:

Workplan	2,760 hours/3 years
Annual Reporting Forms	16,560 hours/3 years
Partnership Evaluation Forms	1,380 hours/3 years
TOTAL	20,700 hours/3 years
Annualized	6,900 hours/year

Total Cost to Respondent:

Workplan	\$177,578/3 years
Annual Reporting Forms	\$1,065,470/3 years
Partnership Evaluation Forms	\$88,789/3 years
TOTAL	\$1,331,837/3 years
Annualized	\$443,946/year

The EPA expects responses from individuals; private sector businesses; non-governmental organizations; and state, local and Tribal governments. The EPA estimates that 45 percent of the respondents will be state, local and Tribal governments and 55 percent will be private sector businesses and non-government organizations. Table 1 summarizes the total estimated annual burden over three years. Table 2 summarizes the total estimated annual and three-year costs by sector.

Table 1: Total Estimated Annual Respondents and Three-Year Burden Hours by Sector

Respondents	Respondents Per Year	Burden Hours Per Year	Respondents Over Three Years	Total Burden Hours Over Three Years
State, local and Tribal government	421	3,105	1,263	9,315
Private Sector and Nongovernmental Organizations	514	3,795	1,543	11,385

Table 2: Total Estimated Annual and Three-Year Costs by Sector

Respondents	Labor Costs Per Year	O&M Costs Per Year	Total Costs Per Year	Total Costs Over Three Years
State, Local and Tribal Governments	\$199,776	0	\$199,776	\$599,327
Private Sector and Nongovernmental Organizations	\$244,170	0	\$244,170	\$732,510

13. RESPONDENT CAPITAL AND O&M COSTS

Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).

The cost estimate should be split into two components: (a) a total capital and start-up cost component (annualized over its expected useful life) and (b) a total operation and maintenance and purchase of services component. The estimates should consider costs associated with generating, maintaining, and disclosing or providing the information. Include descriptions of methods used to estimate major cost factors including system and technology acquisition, expected useful life of capital equipment, the discount rate(s), and the period over which costs will be incurred. Capital and start-up costs include, among other items, preparations for collecting information such as purchasing computers and software; monitoring, sampling, drilling, and testing equipment; and record storage facilities. If cost estimates are expected to vary widely, agencies should present ranges of cost burdens and explain the reasons for the variance. The cost of purchasing or contracting out information collections services should be a part of this cost burden estimate.

Generally, estimates should not include purchases of equipment or services, or portions thereof, made: (1) prior to October 1, 1995, (2) to achieve regulatory compliance with requirements not associated with the information collection, (3) for reasons other than to provide information or keep records for the government, or (4) as part of customary and usual business or private practices.

No Capital, Start-up or Operations and Maintenance Costs are expected during the life of this ICR.

14. AGENCY COSTS

Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.

14a. Agency Activities

The UWFP program will require the EPA to engage in the following activities for the **Workplan, Annual Reporting Form** and the **Partnership Evaluation Form**.

Workplan

- Update and maintain an optional workplan template
- Communicate requirements to Ambassadors at the designated UWFP locations
- Answer respondent questions
- Hold conference calls with respondents
- Review and analyze the submissions
- Record the submissions and store the information

Annual Reporting Form

- Develop/revise online reporting forms, email form to respondents and communicate reporting requirements
- Answer respondent questions
- Receive and review the annual reports for consistency and completeness and place any follow-up calls necessary
- Maintain a tracking system
- Develop annual data summary

Partnership Evaluation Form

- Develop/revise online reporting forms, email form to respondents and communicate reporting requirements
- Answer respondent questions
- Receive and review the forms for consistency and completeness and place any follow-up calls necessary
- Maintain a tracking system
- Develop annual data summary

14b. Agency Labor Cost

A. Workplans:

Part of the overall burden and cost to the Federal Government is based on the number of **Workplans** expected each year. It is estimated that 27 hours are required for the EPA to review and process each workplan. These estimates were collected from several EPA Regional Offices and Headquarters staff reviewers. Cost estimates are based on the 2023 General Schedule (GS) locality pay for a GS-12, Step 1 Federal employee for the Washington, DC area (see https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/23Tables/html/DCB_h.aspx). With these estimates applied, the hourly wage estimate is \$45.14 plus a benefits/overhead multiplier of 1.6 (total \$72.22). The burden and cost to the Federal Government for reviewing annual work plans is summarized below.

The **Workplans** burden and cost to the Agency is:

FY2024: 21 Workplans

FY2025: 0 Workplans

FY2026: 25 Workplans

46 Workplans/3 years * 27 hours/workplan = **1,242 hours/3 years**

1,242 hours/3 years * \$72.22/hour = **\$89,697/3 years**

B. Annual Reporting Forms:

Part of the overall burden and cost to the federal government is based on the number of **Annual Reporting Forms** expected each year. Based on Headquarters experience, it takes approximately 2 hours of federal workers' time to review and process each form. The hourly wage estimate \$45.14 plus a benefits/overhead multiplier of 1.6 (total \$72.22) (see Annual Workplans cost description above). The burden and cost to the Federal Government conducting the whole program evaluation process is summarized below.

The **Annual Reporting Forms** burden and cost to the EPA is:

FY2024: 21 locations * 40 partner organizations = 840 Annual Reporting Forms

FY2025: 23 locations * 40 partner organizations = 920 Annual Reporting Forms

FY2026: 25 locations * 40 partner organizations = 1,000 Annual Reporting Forms

920 Annual Reporting Forms * 2 hours/form = 1,840 hours/year

1,840 hours/year * 3 years = **5,520 hours/3 years**

5,520 hours/3 years * \$72.22/hour = **\$398,654/3 years**

C. Partnership Evaluation Forms:

Part of the overall burden and cost to the federal government is based on the number of **Partnership Evaluation Forms** expected each year. Based on the EPA Headquarters experience with similar forms, approximately 0.5 hour of federal workers' time is required to review each form. The hourly wage estimate is \$45.14 plus a benefits/overhead multiplier of 1.6 (total \$72.22) (see Annual Workplans cost description above). The burden and cost to the Federal Government for reviewing performance measures is summarized below.

The **Partnership Evaluation Forms** burden and cost to the Agency is:

FY2024: 21 locations * 40 organizations = 840 Partnership Evaluation Forms

FY2025: 23 locations * 40 organizations = 920 Partnership Evaluation Forms

FY2026: 25 locations * 40 organizations = 1,000 Partnership Evaluation Forms

920 Partnership Evaluation Forms * 0.5 hours/form = 460 hours/year

460 hours/year * 3 years = **1,380 hours/3 years**

1,380 hours/3 years * \$72.22/hour = **\$99,664/3 years**

Total Burden Hours and Agency Labor Cost

Total Burden for Agency:

Workplan	1,242 hours/3 years
Annual Reporting Forms	5,520 hours/3 years
Partnership Evaluation Forms	1,380 hours/3 years
TOTAL	8,142 hours/3 years
Annualized	2,714 hours/year

Total Cost to Agency:

Workplan	\$89,697/3 years
Annual Reporting Forms	\$398,654/3 years
Partnership Evaluation Forms	\$99,664/3 years
TOTAL	\$588,015/3 years

Annualized

\$196,005/year

Variations in the Annual Bottom Line: It is anticipated that there will not be a significant variation for the burden or cost to either respondents or Agency over this ICR cycle.

14c. Agency Non-Labor Costs

In collecting and analyzing the information associated with this ICR, the EPA will use a telephone system, personal computers, email software, electronic form software, and Microsoft Excel and Word software. The cost of these items is included in overhead. **Annual Reporting Forms** and **Partnership Evaluation Forms** will be submitted through an online form software. Online form software costs approximately \$1,000 per year per license needed to create and manage forms. No other non-labor costs are anticipated.

15) REASONS FOR CHANGE IN BURDEN

Explain the reasons for any program changes or adjustments reported in the burden or capital/O&M cost estimates.

N/A

16) PUBLICATION OF DATA

For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

The results of the data collected in the Annual Reporting Form will be published in an annual Accomplishments Report for the UWFP. Data will be collected from partners in the January to March timeframe for the previous year. Data will be summarized by adding up the numbers in each data category on the Annual Reporting Form as described in section 12.b. No complex analytical techniques will be used. The UWFP Accomplishments Report will be published in the May to June timeframe and made available publicly on the UWFP website.

17) DISPLAY OF EXPIRATION DATE

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

N/A

18) CERTIFICATION STATEMENT

Explain each exception to the topics of the certification statement identified in "Certification for Paperwork Reduction Act Submissions."

This information collection complies with all provisions of the Certification for Paperwork Reduction Act Submissions.

Part B

COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

This section is not applicable because no statistical procedures are employed for the data collection.