

**Supporting Statement: State Energy Program  
OMB Control Number 1910-5126**

**1. Explain the circumstances that make the collection of information necessary.**

Department of Energy requires collection of information for the State Energy Program under program rules 10 CFR 420, CFDA 81.041 and the OMB requirements for Grant and Financial administration. DOE provides Federal financial assistance and technical support to the States for energy programs under Federal Laws (Energy Policy and Conservation Act of 1975 (PL. 94-163), State Energy Efficiency Programs Improvement Act (PL 101-440) and Energy Policy Act of 1992 (PL. 102-486)). Information gathered provides current and historical information required for Congressional, budgetary and consumer request.

**2. Indicate how, by whom, and for what purpose the information is to be used.**

The information collected is used by program staff to develop and approve program activities and budgets. It also allows for response to congressional, budget and public inquire of program activities.

**3. 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.**

The collection of the information has been standardized to provide database collection and retrieval of program information through the Windows System Approach to Grant Administration (WINSAGA). WINSAGA is a SEP program specific system that interfaces with DOE Financial Organizations, Project Management Center, Headquarter offices, and State Offices. This standardization and electronic format of the State Plans allows for the States to copy, paste, submit and file their plans by the use of computer thus eliminating the requirement to submit three copies of a plan as required by OMB and in 10 CFR 420. The electronic submission also allows states to update and modify their previous year plan. This reduces the requirement of retyping of activities being carried over from the previous year.

The windows software allows for the copying and pasting of information from other sources into the plan without retyping the information. This technology previously was not available in DOCS system databases.

**4. Describe efforts to identify duplication.**

The State Energy Program is a unique, flexible and diverse program that provides funding to States to promote the conservation of energy, reduce the rate of growth in energy demand and reduce the dependence on imported oil through the development and implementation of a comprehensive State Energy Program. The collection of the

information has been standardized to capture the market area, variety of topics, description, milestone and funding of a program activity. The form provides a consistent format for all parties involved in the grant process. It also provides rapid retrieval of specific program information to answer congressional, budget and public inquiries of the program activities and it allows for recognition of opportunities that address national energy strategies while meeting local, State and regional needs.

The forms are designed to provide a one time input of information that through the database allows for information to be sorted in a variety of ways to allow searching and developing reports on the subjects with minimal criteria.

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

Small businesses are not impacted.

**6. 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.**

The requirement of submitting a Plan once a year by a State is contained in 10 CFR 420. DOE recommends that the reporting of the activities for the State Energy Program be reduced from quarterly to semi annual for States that do not have any special conditions for their grants. If this information is not provided by the States to DOE there will be no source of information to respond to congressional, budget and general public inquiries of the program.

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

The information collection is not being conducted in a manner inconsistent with OMB guidelines.

**8. 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.**

There were no comments received during the comment period.

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

No payment or gift is being provided to the respondents.

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

No identifiable confidential information is being requested.

**11. 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.**

There are no collections in this package that involved questions of a sensitive, personal or private nature.

**12. 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.**

States are required to develop and submit budgets on program activities annually based upon annual allocations provided to the State Energy Program under 10 CFR 420 and CFDA number 81.042.

It is estimated that the forms take an average 2 hours to complete and submit. The formula for this is two hours x fifty six States and territories equals 112 Hours. The number of forms submitted by States will be determined by the State activities submitted in the plan.

At the Project Management Center it is estimated that it takes each of the 25 staff approximately one hour to review the form.

Total annual burden is estimated at 137 hours annually.

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

DOE believes there are no additional costs to respondents other than the burden hours reported for reporting and record keeping.

**14. Provide estimates of annualized cost to the Federal government.**

Program Participant	# of Hours to complete Worksheet form	Fringe Benefit and Cost Per Hour	Total Cost
State Energy Office	2 Hours	\$ 40.00	\$80.00 Per Form
Project Management Center	1 Hour to Review	\$ 25.00	\$25.00 Per Form
			\$105.00 Per Form

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

This is a renewal information collection governed by a statutory requirement.

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

There are no plans for publication.

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

The Department is not seeking approval to not display the expiration date for OMB approval of the information collections contained in this package.

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

There are no exceptions being requested.