

**Supporting Statement:  
Weatherization Assistance Program (WAP) Program Forms  
OMB Control Number 1910-5127**

The Department of Energy (DOE) Weatherization Assistance Program (WAP) is submitting for approval modification changes to the Weatherization Assistance Program Quarterly Reporting Narrative Activity Information Worksheet; the Monitoring, Training, Technical Assistance, Leveraging Annual Report form; the Weatherization Assistance Program Annual File Worksheet form, and the Weatherization Assistance Program Subgrantee information Worksheet. These work sheets will allow for the program information to be categorized into a database for the program and will provide information to the program database website. It will provide congress, budget justification and general public with specific program information.  
(Updated 7-06-04).

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

The Department of Energy (DOE) Weatherization Assistance Program (WAP) increases the energy efficiency of dwellings occupied by low income Americans to reduce their energy cost while safeguarding their health and safety. DOE works directly with States, District of Columbia and Native American Tribal Governments to carry out these goals. The States in turn, contract with almost 1,000 local government or non profit agencies to deliver Weatherization services to low income clients in their areas.

The DOE, Weatherization Assistance Program requires States to develop a State Plan and a State Application according to 10 CFR 440 and CFDA 81.042 rules and regulations. To administer the program at the Headquarter, Project Management Center, State and Local Agency levels the Department has developed the Annual File Worksheet, Quarterly Report Form, Annual Monitoring, Leveraging and Technical Assistance Form and the Point of Contact Form. These forms were designed to collect required program information for reporting to OMB and Congress on progress made.

In the Plans the State is required to identify subgrantees and the amount of funding each will receive for the weatherization projects each of the subgrantees will perform. All of the information required is necessary to determine program compliance and set parameters for Program goals in 10 CFR 440.

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

All WAP information is used by DOE to determine program production and answer congressional, budget and public inquiries. All of the remaining information is required to determine program compliance and set program goals and objectives as required in 10 CFR 440.

**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 DOE Weatherization Assistance Program developed the Windows System Approach to Grant Administration (WINASGA). This system allows DOE to administer the WAP grants on line and provides all network users access to current program records. WINSAGA reduces data redundancy, paperwork, and provides the universal, complementary data collection showing the positive results of the program. Using WINSAGA, the States enter applications and reports directly into the system and sign and submit them electronically to DOE's Project Management Center. All records entered are updated and forwarded to a national database at DOE Headquarters. Information also is downloaded into the DOE's integrated standard core accounting system. This allows the contracting officers to sign and send awards to states electronically.

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

The WAP program is the only federal program that provides weatherization services to low income Americans. The forms were designed to provide a consistent format for the collection of program information. This information will then be retrieved in a variety of formats to answer programmatic questions and inquiries.

**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 440. If this information is not provided by the States to DOE there will be no source of information to respond to congressional, budge and general public inquiries of the program.

DOE recommends that the reporting of the activities for the WAP be quarterly for the Program Report and annually for the Monitoring, Technical Assistance and Leveraging reports. The quarterly report form has been reduced to capture specific WAP program information according to 10 CFR 440.

The monitoring, leveraging and technical assistance reports have been consolidated into one report and the reports will be submitted by the States on an annual basis.

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

NONE. 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.**

The Department published a Notice and Request for Comment concerning this collection in the Federal Register on March 17, 2008; Volume 73; Number 52. The notice described the collection and invited interested parties to submit comments or recommendations regarding the collection. DOE received no comments

- 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.**

There is no identifiable confidential information 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 is no collection in this package that involves 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.**

The WAP is amended to include the Inter Tribal Council of Arizona, Navajo Nation, Northern Arapaho and the five (5) territories in FY 09. The hours of burden for the forms is estimated to be three (3) hours. The number of respondents is fifty nine (59) state and territories. The quarterly report is to be completed four times per year. The Subgrantee information sheet, annual file work sheet and the monitoring, technical assistance and leveraging forms are completed one time per year.

<b>Program Participants</b>	<b># of Respondents</b>		<b>Hours</b>		<b>Subtotal</b>		<b>Quarters</b>		<b>Annually</b>
<b>States and Territories</b>	59	x	3	=	177	x	4	=	708

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

Not applicable. Zero cost to the respondents.

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

Not applicable. Zero cost to the federal government.

**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.**

This package contains no collections whose results will be published for statistical use.

**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 to the certification statement identified in item 19. "Certification for Paperwork Reduction Act submissions" of OMB form 83-I.