

**Supporting Statement:  
Recovery Act Reviewer Website  
OMB Control Number {NEW}**

This supporting statement provides additional information regarding the Department of Energy (DOE) request for processing of the proposed information collection, Recovery Act Reviewer Website. The numbered questions correspond to the order shown on the Office of Management and Budget (OMB) Form 83-I, "Instructions for Completing OMB Form 83-I."

**A. Justification**

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the information collection.**

This package collection consists of a form and requested information that will identify and describe subject matter experts who are available to review financial assistance applications under the American Recovery and Reinvestment Act (AARA). The purpose of the Act is to 1) Preserve and create jobs and promote economic recovery; 2) Assist those most impacted by the recession; 3) Provide investments needed to increase economic efficiency by stimulating technological advances in science and health; 4) Invest in transportation, environmental protection, and other local government budgets, in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

The basic authority for these collections is the American Recovery and Reinvestment Act of 2009, Public Law 111-5 (section H.R. 1-121 VII), February 17, 2009, 26 United States Code 1 and the statute establishing the Department of Energy ("Department of Energy Organization Act", Public Law 95-91, Section 5315, title 5, August 4, 1977) which vests the Secretary of Energy with the executive direction and management functions; authority and responsibilities for the Department.

The passage of the American Recovery and Reinvestment Act began a new era at the Department of Energy (DOE). President Obama has set clear goals for this bill creating 3.5 million jobs over the next two years, while lifting the country out of this economic crisis and reducing our dependence on foreign oil. To achieve those aims, the DOE has been given new resources and new responsibilities. Each of these initiatives will put Americans back to work and begin to transform the way we use energy. We will reduce our carbon emissions and create entire new industries based on America's resources, America's ingenuity, and America's workers – and these will be jobs that can't be outsourced. The Department will carry out this economic recovery plan with the highest level of speed, transparency, and accountability.

The Secretary of Energy recently announced a sweeping reorganization of the way the Department awards grants and loans, in order to begin creating jobs as quickly and wisely as possible. Given this commitment, the Department has issued a number of Funding Opportunity Announcements (FOAs). It is estimated that as many as 18,000 applicants will respond to the FOAs and the Department must be prepared to review the applications as quickly as possible.

Therefore, the Department has established the DOE Recovery Act Reviewer web site. [https://misdev.doe.gov/chris/jobs/reviewer/temp.cfm?app\\_id=0](https://misdev.doe.gov/chris/jobs/reviewer/temp.cfm?app_id=0). The website is an automated system for volunteers to participate in panel reviews of proposals and grants submitted under the ARRA. The reviewers will be responsible for conducting technical evaluations of the proposals submitted to DOE under the ARRA. Their evaluations will be provided to program officials who will consider them as part of the selection process. The collection consists of information that will identify and describe subject matter experts who are available to review financial assistance applications under the ARRA.

**2. 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 obtained from individuals by this information collection is used by Departmental management to identify subject matter experts who are available to review financial assistance applications under the ARRA. The reviewers will be assessing the quality of the proposals - but not making the determination as to who gets funding. To adequately accomplish this function, information that pertains to the reviewer's biography, education and areas of expertise must be collected from individuals. Information collections made from individuals is for the purpose of obtaining qualified individuals in various subject areas to review financial assistance applications under the ARRA.

**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, e.g., permitting electronic submission of responses.**

The collection package is part of the Corporate Human Resource Information System (CHRIS). CHRIS is a web-based system which provides global access to human resource information to DOE managers and employees to support a variety of management and personal decision-making purposes, thereby reducing the burden this collection would place on the public. The public interface is a website that the Department has established, referred to as the DOE Recovery Act Reviewer web site: [https://misdev.doe.gov/chris/jobs/reviewer/temp.cfm?app\\_id=0](https://misdev.doe.gov/chris/jobs/reviewer/temp.cfm?app_id=0). The website is an automated system for volunteers to participate in panel reviews of proposals and grants submitted under the ARRA.

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

The collections contained in this package are applicable to acquiring subject expertise to review grants and proposals under the AARA. Therefore, meaningful duplication of these collections is unlikely and is specific to DOE.

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

The information is collected from individuals and does not impact small businesses.

**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 frequency of collection is dictated by sound management practices, external laws and regulations. Use of the form is voluntary. If these collections were not made, the Department would not be able to review the unprecedented number of proposals and grants submitted under the ARRA in a timely fashion.

**7. Explain any special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines. (a) requiring respondents to report information to the agency more often than quarterly; (b) requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it; (c) requiring respondents to submit more than an original and two copies of any document; (d) requiring respondents to retain records, other than health, medical government contract, grant-in-aid, or tax records, for more than three years; (e) in connection with a statistical survey, that is not designed to product valid and reliable results that can be generalized to the universe of study; (f) requiring the use of statistical data classification that has not been reviewed and approved by OMB; (g) that includes a pledge of confidentiality that is not supported by authority established in stature of regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; (h) requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.**

There are none. The collection is consistent with Office of Management and Budget guidelines found at Title 5 Code of Federal Regulations Section 1320.

**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 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 report.**

The Department has requested an emergency waiver of the 60-day Federal Register Notice and Request for Comments concerning this collection.

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

There are no payments, gifts or remuneration for submission of any of the information.

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

The information is collected and maintained in a system of records established under the Privacy Act, and protected in accordance with provisions of the Act.

**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. This justification should include the reasons why DOE 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 questions in this collection involve sensitive information.

**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. Unless directed to do so, DOE should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample fewer than 10 potential respondents is desirable.**

The estimate of hour burden of the information collection is as follows:

Total number of unduplicated respondents: 2,000  
Reports filed per person: 1  
Total annual responses: 2,000  
Total annual burden hours: 300 hours

Average Burden Per Collection: 0.15 hour  
Per Applicants: 0.15 hour

The number of burden hours is estimated at 300 total hours for approximately 2000 respondents annually, or .15 hours per respondent to complete the form.

The estimate of annual cost for the information collection WILL BE ZERO.

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

Not applicable. Zero cost.

**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 new collection; therefore there are no program changes or adjustments.

**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.**

The Department is not requesting any exceptions to the certification statement provided in Item 19 of OMB Form 83-I.