

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

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

The Department of Energy (DOE) requires collection of information for the State Energy Program (SEP) as included in Funding Opportunity Announcement DE-FOA-0000052 , the Energy Independence and Security Act of 2007 and the OMB requirements for (1) grant and financial administration, and (2) American Recovery and Reinvestment Act (ARRA) funds. DOE provides federal financial assistance and technical support to states and local governments under the EISA. Information gathered provides current information required to respond to OMB, congressional and consumer requests and budget preparation.

We request an emergency request at this point and request a waiver from sending a Federal Register Notice because of the urgency of the programs and the request of the White House. The SEP Program has \$3.2 billion under ARRA to be spent by March 2012 compared to less than \$100 M historically annually. In order to adequately monitor, report, and ensure transparency and accountability, we simply must require monthly reporting instead of quarterly reporting given the new huge increase in funding for this program.

DOE has reviewed its monitoring and oversight procedures, and has determined that reporting requirements must be modified to increase both the frequency of reports and the information needed to ensure that these programs are managed effectively and efficiently and achieve Administration goals for job creation and energy transformation

The information collected is used by program staff to track the recipients' activities, their progress in achieving scheduled milestones, and funds expended (including expenditure rates). The information also enables program staff to provide required or requested information on program activities to OMB, Congress and the public.

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

The information collected is used by program, state, project management center and financial 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 Centers, 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.

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.

Emergency collection. 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.

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 81.041.

It is estimated that the report take an average 2 hours to complete and submit. The grantees burden is calculated as follows:

State burden hours: 2 hours x 56 grantees x 12 months = 1,344 hours

At the project management center level, it is estimated that it takes each project officer approximately one hour to review each state report.

PMC burden hours: 1 hour x 56 x 12 months = 672 hours

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

The cost is as follows:

State burden costs = 1,344 hours x \$40/hr. = \$53.76K

PMC burden costs = 672 hours x \$50/hr. = \$33.6K

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
Project Management Center	1 Hour to Review	\$ 50.00	\$50.00
			\$130.00

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

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 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.