

United States Department of Energy
Loan Programs Office
OMB Number: 1910- 5134

This supporting statement provides additional information regarding the Department of Energy (DOE) request for processing of the emergency proposed information collection by the Advanced Research Project Agency-Energy.

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 collection of information.

An Emergency Approval of this ICR is being requested to effectively manage projects receiving Recovery Funds and ensure the Department meets public transparency and accountability standards set out in the American Recovery and Reinvestment Act (ARRA).

In order to adequately manage and evaluate both base-budget and ARRA Loan Programs Office (LPO) funds, DOE has identified information that recipients need to report on a monthly and/or quarterly basis. Moreover, guided by government and private industry project management best practices, the Department has identify project areas that require monthly reporting to support sound management of project risks. Monitoring projects and basing responses on quarterly reports often means relying on information as old as 3 months and does not meet DOE needs. These heightened expectations are evidenced by requirements and requests for timely information on program activities to OMB, Congress and the public.

A significant focus of the Department's implementation of the Recovery Act has been making information available to the public, the Administration, Congress on a timely basis. The Department's postings on its Recovery Act website are now providing information updated on a daily basis on the status of implementation. In addition, there have been official notifications and public announcements of the achievement of significant milestones as they take place. This transparency has been a factor in driving process improvements such as the identification of barriers and adoption of mitigation strategies and a heighten awareness of accountability on the part of Department for responsible program executive of both ARRA and base-budget funds. Similar benefits can be expected during the all-important post-award phase during which program and project progress is tracked against cost, schedule and other milestones and metrics.

Title XVII of Energy Policy Act of 2005 (EPA05) provides broad authority for DOE to guarantee loans that support early commercial use of advanced technologies. ARRA provided the LGPO an additional \$4,000,000,000 for the cost of guaranteed loans authorized by section 1705 of the Energy Policy Act of 2005, available until expended, to pay the costs of guarantees. The criteria for investments under ARRA

is that funds renew United States' infrastructure and create jobs with unprecedented emphasis on accountability and transparency to ensure the American people that their dollars are being responsibly invested and managed. This collection of information is necessary in order for DOE to ensure the deployment of taxpayers money in a transparent and accountable manner.

DOE requests an emergency request due to the urgency of the ARRA funds. In order to adequately monitor, report and ensure transparency and accountability of LGPO funds (both ARRA and base budget), LGPO requires monthly reporting of select financial data, job creation and performance metric data. LGPO will use existing means to collect the information.

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 collected will be used by DOE to plan, manage and evaluate loan guarantee programs. Moreover, the information will be used to answer congressional, budget, and public inquires. The information will be stored in DOE database and files.

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

DOE has requested that information be submitted electronically via email to LG program office. All data sent to the Loan Guarantee program office will be forwarded to the Office of the Chief Financial Officer at DOE Headquarters.

4. 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 new information on jobs being requested is not currently being collected. Adherence to schedule and cost is collected quarterly. Impact metrics will be collected on a one time basis.

5. If the collection of information impacts small businesses or other small entities (Item 5 of OMB Form 83-I), 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.

If the information is not collected, DOE will be unable to respond to congressional, budget and general public inquiries about LPO program activity and the deployment of ARRA funds. Heightened reporting expectations are evidenced by requirement and requests for timely information on program activities to OMB, Congress and the public. Without monthly reporting, LPO will be unable to effectively track the management of program financial assistance and the impact of these funds on national job creation.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

Requiring respondents to report information more frequently than quarterly. Yes, monthly.

Requiring written response in less than 30 days. None.

Requiring more than an original and two copies. None.

Requiring respondents to retain records for more than 3 years. None

Not utilizing statistical sampling. None.

Requiring the use of statistical sampling which has not been reviewed and approved by OMB. None.

Requiring a pledge of confidentiality. None.

Requiring submission of proprietary trade secrets. None.

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 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. 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.

Not applicable.

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

No payment or gift to respondents is being proposed under this information collection.

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. 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 questions of a sensitive, personal or private nature will be asked.

12. Provide estimates of the hour burden of the collection of information.

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

Total respondents: 200

Reports filed per respondent per year: 12

Estimated hours required for information submission: 3 (monthly) - 5 (quarterly) hrs

Total annual burden hours: 4000 (quarterly) + 4800 (monthly) = 8800

Total annual burden hours/respondent: 44

Hours were determined from current collections.

13. Provide an estimate for the total annual cost burden to respondents or recordkeepers resulting from the collection of information. (Do not include the cost of any hour burden shown in Items 12 and 14).

N/A

14. Provide estimates of annualized costs to the Federal government.

There are no cost associated with this collection that will impact the Federal government.

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

Not applicable. This information collection is a new collection of information.

16. 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.

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 that display would be inappropriate.

Not applicable. DOE is not seeking approval to not display the expiration date for OMB approval of this information collection.

18. Explain each exception to the certification statement identified in Item 19, "Certification for Paperwork Reduction Act Submissions," of OMB Form 83-I.

Not applicable. There are no exceptions to the certification statement.