

**Supporting Statement:
Weatherization Assistance Program Sub-programs
OMB Control Number: 1910-NEW**

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

The Department of Energy (DOE) requires collection for sub-programs to the Weatherization Assistance Program that were funded through the American Recovery and Reinvestment Act of 2009 (ARRA) and Fiscal Year 2010 Congressional appropriation, the Sustainable Energy Resources for Consumers (SERC), Weatherization Training Centers (WTC), and Weatherization Innovation Pilot Program (WIPP). This will allow DOE to meet the OMB requirements for (1) grant and financial administration, and (2) ARRA funds. DOE provides Federal financial assistance and technical support to states and local governments under the Energy Independence and Security Act of 2007 (EISA), ARRA, Energy Policy Act of 2005, and Energy and Water Development Appropriations Act for Fiscal Year 2010. Information gathered provides current information required to respond to OMB, congressional and consumer requests and budget preparation.

These three subprograms represent 77 grantees and approximately \$150 million that will be supporting and advancing the Weatherization Assistance Program through new technologies, advanced training of workforce, and testing innovative delivery models to leverage federal funding. Each of these programs is new and a Congressional and Departmental priority, and there is a need to collect relevant information to ensure the funds are expended appropriately and prudently. Recognizing the additional burden this will place on these 77 grantees, DOE requests only quarterly reporting on these activities.

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

The information collected will be used by program staff to track the recipients' SERC, WTC, and WIPP 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.

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 will be standardized to provide database collection and retrieval of program information through the Performance and Accountability for Grants in Energy (PAGE) system. PAGE interfaces with DOE financial systems, the Energy Efficiency and Renewable Energy (EERE) Project Management Center, DOE Headquarters and grantees. Electronic submission of reports will result in greater efficiency, timely reporting and a reduced paperwork burden for grantees and DOE program staff.

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

The WAP program is the primary federal program that provides weatherization services to low income Americans. These three subprograms are chartered with advancing that program through new technologies (SERC), workforce training (WTC), and innovative program models (WIPP). The grantee reporting is 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.**

One of the grantees in WIPP is a small business: Energy Pioneer Solutions in Hastings, Nebraska. To minimize burden, DOE will provide specific guidance and training to clearly explain all requested information.

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.**

All ARRA-funded activities will be subject to increased attention and scrutiny from OMB, Congress, the media and the public. If this information is not collected, DOE will not be able to provide reports to OMB or respond to requests for information on ARRA-funded activities and expenditures. If the information is collected less frequently, DOE will not be able to track activities and funds status as closely as necessary, and timely information will not be available to OMB, the White House, Congress and the public. Frequent reporting will also allow any problems, barriers or system bottlenecks to be identified and dealt with right away.

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 60-day Federal Register Notice and Request for Comments concerning the collection of SERC information in the Federal Register on October 13, 2010, volume 75, number 197, and page number 62807. The notice described the collection and invited interested parties to submit comments or recommendations regarding the collection. No comments were received.

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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.

SERC recipients:	27
WIPP recipients:	16
WTC recipients:	34
Total	77

SERC, WIPP, and WTC recipients are projected to spend 12 hours per quarter completing financial and performance reports.

The grantees' burden is calculated as follows:

Grantee burden hours: 12 hours x 77 grantees x 4 quarters = 3,696 hours per year

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

Costs will be incurred to organize data and input the data into the electronic system. The cost burden is as follows:

Grantee burden costs = 3,696 hours x \$40/hr. = \$147,840

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

No additional cost will be incurred to the Federal government, as the processes associated with reviewing and approving grantee reports is part of the staff's assigned duties.

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

No changes or adjustments are reported.

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