

SUPPORTING STATEMENT

Fixed Residential Moving Cost Schedule

INTRODUCTION

This is to request of approval from the Office of Management and Budget (OMB) for a new information collection entitled, Fixed Moving Cost Schedule. This request is for a 3-year approval.

Part A. Justification.

1. Circumstances that make collection of information necessary.

The Fixed Move Cost Schedule is established by Section 202(b) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act). Section 24.304 of Title 49 of the Code of Federal Regulations (CFR), effective January 2005 requires the Fixed Residential Moving Cost Schedule to be approved by Federal Highway Administration and published in the Federal Register on a periodic basis. Information collected is necessary to administer the program and award grants to ensure the most effective use of public funds. This program, and the information collected, supports the Relocation Program under the Uniform Act.

2. How, by whom, and for what purpose is the information used.

The Federal Highway Administration (FHWA) will collect this information from State Transportation Agencies. The information is submitted by the State Transportation Agency through the FHWA Division Offices to the FHWA's Office Real Estate Services. Information will be used to update and publish the Fixed Move Residential Moving Cost Schedule for use by other Federal Agencies operating under the Uniform Act, State Transportation Agencies, Local Public Agencies and consultant representatives of those Agencies. The information is used to determine a payment for moving and related expenses for persons displaced by a federally funded project.

3. Extent of automated information collection.

Changes to the Fixed Residential Moving Cost Schedule will be submitted via e-mail. As all State Transportation Agencies have integrated currently available technology into their business practices, it is anticipated that all of the applications will be submitted via e-mail.

4. Efforts to identify duplication.

There is no duplication or existing source for the information to be collected.

5. Efforts to minimize the burden on small businesses.

Collection is limited to State Transportation Agencies and there is no burden on small business.

6. Impact of less frequent collection of information.

Information will only be collected periodically, approximately once every three years, to administer the program. In order to provide fair and equitable treatment to displaced persons, this information cannot be collected less frequently.

7. Special circumstances.

None

8. Compliance with 5 CFR 1320.8:

The FHWA published a Federal Register notice on Tuesday, January 9, 2007, (Vol.72, No.5 pages 1049-1050. No comments were received.

9. Payments or gifts to respondents.

Not applicable.

10. Assurance of confidentiality:

The information will only be used for administration of Uniform Act Relocation Program for residential moving and related expenses.

11. Justification for collection of sensitive information:

No sensitive information will be collected.

12. Estimate of burden hours for information requested:

Respondents are limited to State Departments of Transportations (52, including the District of Columbia and Puerto Rico). It is anticipated that FHWA will receive 52 total responses over the 3 year approval period or 18 annually. Each response will take an estimated 24 hours, totaling 432 hours annually. The estimated hourly wage including overhead costs of the respondents is \$85. Accordingly, the estimated salary cost is \$36,720 annually.

13. Estimate of total annual costs to respondents

There are no additional costs above those in item 12.

14. Estimate of cost to the Federal government.

The estimated labor cost to the Federal Government for this information collection is \$31,394. The Federal Government will incur cost to announce the information collection, to respond to comments, to analyze the information, etc. It is estimated that the Federal government will incur significantly more costs, in terms of labor hours. For review and award of the data, it is anticipated that each reviewer will take 2 hours to review each response. It is anticipated that there will be 4 federal employees on the review panel. Each employee will require 104 hours of review time plus 40 hours of discussion for a total of 144 hours to complete the review. With four employees spending 144 hours each to review the applications, this equates to 576 hours. In addition another 160 hours will be needed for one employee who will prepare the Federal Register notices, respond to comments and handle the maintenance of data. The total labor

hour's burden to the Federal government will be 736 labor hours. The staff handling these tasks average to a GS 13- step 5, which has an hourly rate of \$42.15. This gives us a total federal hourly cost with an additional 1/3 overhead cost of \$56.06. This gives us a total federal cost of \$41,260.

15. Explanation of program changes or adjustments.

This is a new information collection.

16. Publication of results of data collection.

The updated Fixed Residential Moving Cost Schedule will be published on the FHWA Office of Real Estate Services website.

17. Approval for not displaying the expiration date of OMB approval.

Not applicable.

18. Exceptions to certification statement.

Not applicable.