

SUPPORTING STATEMENT FOR INFORMATION COLLECTION
TECHNICAL ACTIVITIES BY FTA GRANT RECIPIENTS

A. JUSTIFICATION

1. Circumstances that make the collection necessary.

Under Sections 5303 and 5313 (a) and (b) of 49 U.S.C., the U.S. Congress authorizes the use of federal funds to assist Metropolitan Planning Organizations (MPOs), States, and local public bodies in developing transportation plans and programs to serve future transportation needs of urbanized areas over 50,000 population and States throughout the nation. As part of this effort, the transportation planning process is required, under the law, to consider a wide range of social, economic, environmental, system performance, and energy conservation goals and objectives as well as the analysis of alternative transportation system management and investment strategies. These objectives are measured by definable activities such as Long and Short Range Planning, Transportation Improvement Program (TIP) development, and other related activities. The technical activities report provides the means to track how grantees are utilizing Federal Transit Administration (FTA) Planning and research funds as authorized in FTA's legislation.

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

The information collected is used to report annually to Congress, the Secretary of Transportation and to the FTA Administrator on how grantees are responding to national emphasis areas and congressional direction.

3. Consideration of improved information technology.

The Technical Activities information collection is an ongoing process. States receiving Section 5303 funding electronically submit one report which summarizes work activities carried out by MPOs within their jurisdictions. States receiving Section 5313 funding submit one report electronically that summarizes State work activities. The reporting is now completely automated through FTA's TEAM (electronic grants) system.

4. Efforts to identify duplication.

There is no duplication as the information requested is not required by any other source. This information is unique to each individual grantee since each grantee selects an appropriate funding level for each technical activity based on its particular characteristics and needs.

5. Methods used to minimize burden on small business or other small entities.

The reporting burden does not vary between respondents. Requirements are universally prescribed for all grantees. Further, FTA staff believes that the estimated 1.5 hours per respondent for reporting and record keeping is not burdensome.

6. Consequences to federal program or policy activities if collection were conducted less frequently.

The collection of this information is necessary in order to track the responsiveness of grantees to national emphasis areas and to congressional direction. Information is required as a one-time submission for each grant awarded.

7. Circumstances that require the collection to be conducted in a manner inconsistent with 5 CFR 1320.6.

The collection is consistent with 5 CFR 1320.6.

8. Efforts to consult with persons outside the agency to obtain their views.

A 60-day Federal Register notice was published on February 4, 2008 (page 6554), soliciting comments prior to submission to the Office of Management and Budget (OMB). No comments were received. The 30-day Federal Register notice was published on April 25, 2008.

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

No payment or gift has ever been offered in connection with this information.

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

No assurances of confidentiality were given.

11. Additional information for questions of a sensitive nature.

No sensitive information required.

12. Estimate of the hour burden of the collection of information.

Approximately 52 grantees are expected to submit two technical activities reports annually. The estimated time burden for a grantee to complete each report is one

hour. The estimated total hours of annual burden (two hours reporting and one hour record keeping) is computed as follows:

Time Burden per Grantee	x	No. of Grantees	=	Total Burden
3 hours		52		156 hours

13. Estimate of total annual cost burden to respondents resulting from the collection of information.

<u>Type of Activity</u>	<u>Personal Cost</u>	<u>Overhead</u>	<u>Material</u>	<u>Total Cost</u>
Collecting	23.880	9.558	-----	33.438
Processing	0.560	0.204	-----	0.764
Total Cost for One Section 5303 Report -				34.20
Total Cost for One Section 5313 Report -				<u>34.20</u>
				\$68.40

(2) TCTA	x	No. of Respondents	=	Total Cost
\$68.40	x	52	=	\$3556.80

14. Estimate of annualized cost to the federal government.

<u>Type of Activity</u>	<u>Personal Cost</u>	<u>Overhead</u>	<u>Material</u>	<u>Total Cost</u>
Collecting	0.560	0.205	-----	0.765
Processing	2.0038	0.8095	-----	2.801
Total Cost for One Report is				\$3.57

(2) Reports	x	No Respondents	=	Total Cost
\$ 3.57		52	=	\$ 185.64

15. Reasons for any program changes or adjustments reported above.

There has been no change.

16. For collection of information whose results will be published, outline plans for tabulation and publication.

This information will not be published.

17. Any reasons for not displaying the expiration date for OMB approval of the information collection.

No request for this has been made.

18. Explanations for any exceptions to the certification statement identified in item 19 Of OMB Form 83-1.

This is not applicable.