DEPARTMENT OF TRANSPORTATION

FEDERAL TRANSIT ADMINISTRATION

SUPPORTING STATEMENT

Technical Activities Report for FTA Grant Recipients

(OMB Control No. 2132-0549)

A. JUSTIFICATION

1. Circumstances that make the collection necessary.

Under Sections 5305(d) and 5305(e) 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 with a population of over 50,000 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's (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 MPOs, States and local public bodies 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 5305(d) funding submit one report electronically which summarizes work activities carried out by MPOs within their jurisdictions. States receiving Section 5305(e) funding submit one report electronically that summarizes State work activities. The reporting is now completely automated through FTA's TEAM (electronic grants) system.

4. <u>Efforts to identify duplication.</u>

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. <u>Methods used to minimize burden on small business or other small entities</u>.

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 recordkeeping is not burdensome.

6. <u>Consequences to federal program or policy activities if collection were conducted less frequently.</u>

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 an annual submission for each grant awarded.

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

   The collection is consistent with 5 CFR 1320.6.

8. <u>Efforts to consult with persons outside the agency to obtain their views.</u>

A 60-day Federal Register notice was published on June 17, 2011 (pages 35507 and 35580), 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 August 29, 2011 (page 53714).

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

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

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

No assurances of confidentiality were given.

11. <u>Additional information for questions of a sensitive nature.</u>

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, representing a total of 104 responses per year The estimated time for a grantee to complete each report is one hour and the estimated time for recordkeeping is .5 hour. The total burden per response is 1.5 hours. The estimated total annual burden is computed as follows:

Burden per Response	No. of Responses		Total Burden
1.5 hours	104 (2 x 52)	=	156 hours

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

Type of Activity	Personal Cost	Overhead	Material	Total Cost
Collecting	25.12	10.06	---------	35.18
Processing	0.59	0.21	---------	0.80

Total Cost for One Section 5305(d) Report -	35.98
Total Cost for One Section 5305(e) Report -	35.98
	$71.96

Cost for (2) Reports		No. of Respondents		Total Cost
$71.96	x	52	=	$3741.92

14. Estimate of annualized cost to the federal government.

Type of Activity	Personal Cost	Overhead	Material	Total Cost
Collecting	0.59	0.21	---------	0.80
Processing	2.12	0.85	---------	2.97

Total Cost for One Report is $3.77

Cost for (2) Reports	x	No. Respondents		Total Cost
$7.54		52	=	$ 392.08

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.

There is no reason not to display the expiration date for OMB approval of this information collection.

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

This is not applicable.