

## **The Supporting Statement**

This is to request OMB's renewed three-year approved clearance for the information collection entitled "Voucher for Federal-aid Reimbursements" (OMB Control No. 2125-0507), which is currently due to expire on May 31, 2014.

### **1. Circumstances that make collection of information necessary:**

The information collected on vouchers is necessary for State Departments of Transportation (SDOT's) to be reimbursed for costs incurred on Federal-aid projects. Title 23 U.S.C. 121(b) requires the submission of vouchers. The specific information required on the voucher is contained in 23 U.S.C. 121 and 117. Two types of submissions are required by recipients. One is a progress voucher where the recipient enters the amounts claimed for each Federal Highway Administration (FHWA) appropriation, and the other is a final voucher where project costs are classified by work type. The means by which SDOT's seek reimbursements for progress and final vouchers is contained in 23 CFR 140.609. An electronic version of the Voucher for Work Performed under Provisions of the Federal Aid Highway Acts, as amended, Form PR-20, is used by all recipients to request progress and final payments. The Fiscal Management Information System (FMIS) automated obligation system collects the data electronically.

This information collection supports the DOT Strategic Goal of Mobility by providing an electronic mechanism by which States may receive Federal-aid highway funds to use to maintain accessible and efficient travel.

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

The information is used by FHWA to assure that the amount of the claim and the terms of the agreements have been certified by an authorized State official which is necessary to effect reimbursement. It also provides the necessary accounting classification for properly recording and controlling the expenditure. The respondents include the 50 States, the District of Columbia, Commonwealth of Puerto Rico, Guam, the American Samoas, and the Virgin Islands.

### **3. Extent of automated information collection:**

Of the information that is required by the FHWA in order to pay all of the recipients, 100% is done electronically billed through Rapid Approval & State Payment System (RASPS) which includes the use of electronic signatures.

### **4. Efforts to identify duplication:**

No other reporting requirements imposed by the FHWA or other Federal agencies duplicate this process.

5. Efforts to minimize the burden on small businesses:

This reporting requirement impacts only on the State DOT's and does not involve small businesses.

6. Impact of less frequent collection of information:

Collection is conducted on a weekly basis for progress vouchers. Final vouchers are submitted by the SDOT's as individual projects are completed. Less frequent collection of the required information would delay the flow of cash from the Highway Trust Fund to the States.

7. Special circumstances:

There are no special circumstances related to this information collection.

8. Compliance with 5 CFR 1320.8:

The FHWA published a 60-day Federal Register notice regarding the renewal of this information collection on January 1, 2014 (79 FR12) page 3265. No comments were received by the FHWA.

9. Payments or gifts to respondents:

There are no gifts or payments to any of the respondents.

10. Assurance of confidentiality:

The information to be collected is not confidential.

11. Justification for collection of sensitive information:

The information to be collected is not sensitive in nature.

12. Estimate of burden hours for information requested:

The respondents electronically submit an estimated total of 12,900 vouchers each year. Each voucher requires an estimated average of 30 minutes to complete. Therefore, the estimated total hour burden is 6,450 hours.

The average salary of the individuals preparing the vouchers is estimated to be \$23.53 an hour. The total annual cost associated with the burden hours of all respondents is calculated as follows:

$$12,900 \text{ submissions} \times 30\text{min} \times \$23.53/\text{hour} = \$151,768$$

13. Estimate of total annual costs to respondents:

There are no costs to the respondents other than the salary and staffing costs indicated in item 12.

14. Estimate of cost to the Federal government:

It is estimated that a typical voucher takes about 30 minutes of staff time to review and process. A total of 12,900 vouchers are reviewed and processed each year, and the average salary of the individuals responsible is estimated to be \$19.24 per hour. Therefore, the total annual cost to the Federal Government is calculated as follows:

$$12,900 \times 30 \text{ min} \times \$19.24/\text{hour} = \$123,136$$

15. Explanation of program changes or adjustments:

There have been no changes or adjustments to this program.

16. Publication of results of data collection:

The information collected is not to be published.

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

No such approval is being requested.

18. Exceptions to certification statement:

There are no exceptions to the certification statement.