

Supporting Statement for Local Technical Assistance Program Needs Assessment

Part B

1. Describe potential respondent universe and any sampling selection method to be used.

No sampling selection method will be used. The Local Agency Needs Assessment data will be open to the whole population instead of a sample. Across the United States, there are approximately 39,000 local governments that own and operate transportation infrastructure. It is anticipated that the survey will receive an average response rate of approximately 20%.

2. Describe procedures for collecting information, including statistical methodology for stratification and sample selection, estimation procedures, degree of accuracy needed, and less than annual periodic data cycles.

The electronic Information Collection will use several collector mechanisms. A custom URL will be created and responses will be gathered by inviting local agencies to take the survey via an email message containing the link. Several organizations' list-servs will be used to transmit the email. SurveyMonkey will be used to collect and perform the data analytics to find patterns and trends.

As stated above, no sampling selection method will be used and we are estimating the average response rate. It is anticipated that approximately 400 respondents will need to respond to achieve a $\pm 5\%$ acceptable error rate. The survey will be used to inform program strategic planning and will not be repeated.

3. Describe methods to maximize response rate.

The Information Collection will use the list-servs of the State Departments of Transportations and the Local Technical Assistance Program Centers in each state and Puerto Rico, the American Public Works Association, and the National Association of County Engineers to invite local agencies to respond to the questionnaire.

4. Describe tests of procedures or methods.

FHWA worked with members of the LTAP strategic planning committee to develop and test the questions developed for the Information Collection. Members of the committee included representation from local agencies, State Departments of Transportations, American Association of State Transportation Officials (AASHTO), Local Technical Assistance Program Centers, American Public Works Association, National Association of County Engineers and FHWA.

5. Provide name and telephone number of individuals who were consulted on statistical aspects of the IC and who will actually collect and/or analyze the information.

No individuals were specifically consulted on the statistical aspects of the information collection since the assessment. FHWA will be responsible for the collection and analysis of information which will inform the program's strategic plan.