

**SUPPORTING STATEMENT**  
**Short-Time Compensation (STC) GRANTS**  
**OMB 1205-0499**

**A. Justification.**

The Department of Labor, Employment and Training Administration (ETA) is renewing an Extension without changes for Short-Time Compensation (STC) Grants. Updates were made to items 12 through 15 to reflect new burden totals.

1. *Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.*

The enactment of the MCTRJC contains Subtitle D, Short-Time Compensation Program, also known as the ‘‘Layoff Prevention Act of 2012.’’ The MCTRJC offers grants to implement or enhance an STC program and/or to promote and enroll employers in the program. ETA cannot monitor the STC grants without obtaining from state workforce agencies (SWA) the quarterly progress reports (QPR) which the status of completing the STC grant activities.

2. *Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.*

The information collected from monitoring the QPR is used to track STC grant activities and ensure that the SWAs achieve the goals set forth in the approved STC grant applications.

3. *Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.*

The reporting elements required in the QPR involve narratives and, as such, are not supported by automation. Thus far, the QPRs SWAs submit electronically through email.

4. *Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Item 2 above.*

These data is not available from other sources in any manner.

5. *If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.*

There is no impact on small businesses.

6. *Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.*

If these data were collected less frequently, ETA's ability to carry out its grant oversight responsibility would be compromised.

7. *Explain any special circumstances that would cause an information collection to be conducted in a manner:*

There are no special circumstances this collection is conducted in a manner consistent with guidelines.

8. *If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.*

*Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.*

*Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years - even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.*

As required by 5 CFR 1320.8(d), ETA solicited comments on the proposed extension of approval for STC through a sixty-day notice published in the Federal Register on December 28, 2018 (Vol.83, page 67357). No public comments were received.

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

No payment or gift has been provided to respondents.

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

The QPRs contain no personal or confidential data.

11. *Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.*

There are no questions of a sensitive nature.

12. Provide estimates of the hour burden of the collection of information. The statement should:

**Total Annualized Estimated Respondent Burden Hour and Costs**

Sixteen (16) states received STC grants, fourteen (14) states received two (2) grants each and two (2) states received one (1) grant each the total number of grants received by the states is thirty (30) grants and, as such, the total number of QPRs is 120 per year. The time to complete the QPR is estimated at one hour, for a total of 120 hours per year, at an hourly rate of \$49.94. The monetized annual value of respondent time is estimated at \$5,993.

Activity	Number of Respondents	Frequency	Total Annual Responses	Time Per Response (In Hours)	Total Annual Burden Hours	Hourly Rate*	Total Cost of Respondents Time
States With STC Grants to Implement or Enhance an STC Program and/or Promote and enroll employer in the program	16	4	120	1	120	\$49.94	\$5,993

\*Source: The hourly rate is computed by dividing the FY 2019 national average PS/PB annual salary for state staff as provided for through the distribution of state UI administrative grants ([https://wdr.doleta.gov/directives/attach/UIPL/UIPL\\_10-18.pdf](https://wdr.doleta.gov/directives/attach/UIPL/UIPL_10-18.pdf)) by the average number of hours worked in a year (1,711). For FY 2019, this calculation is: \$85,453 / 1,711= \$49.94.

13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).

There are no costs to the respondents other than the cost of their time.

14. Provide estimates of annualized costs to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.

Information received and stored on the Department owned computer equipment.  
 Federal Burden for Data Collection: Quarterly Progress Report.

Annual Burden Hours: 120 (30 hours per quarter).

Estimated Annual Salary Cost to Review Data: \$6,154 (\$51.28 X 120).

Note: The estimated cost is based upon the annual salary for a Washington, DC based GS-13, step 4 at \$51.28 per hour. (see Office of Personnel Management table 2019-GS <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2019/DCB.pdf>).

15. *Explain the reasons for any program changes or adjustments reported on the burden worksheet.*

The burden estimates were revised to account for the number of states that were awarded STC grants. Fourteen states applied and were approved for two STC grants each and two states applied and were approved for one grant each. Additionally, previous burden estimates related to the temporary financing of STC payments by the Federal Government, applying for an STC grant(s), and applying to operate a temporary Federal STC program (for states without STC programs in state law), were removed as such estimates are not applicable beyond the current expiration date.

16. *For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.*

There are no plans to publish the data collected from this project at this time.

17. *If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.*

The Department intends to display approval information.

18. *Explain each exception to the topics of the certification statement identified in “Certification for Paperwork Reduction Act Submissions.”*

There are no exceptions.

**B. Collections of Information Employing Statistical Methods**

Statistical methods are not used in this collection report.