

Department of the Treasury  
Information Collection Request – Supporting Statement  
Coronavirus Economic Relief for Transportation Services (CERTS)  
OMB No. 1505-0273

**A. Justification**

1. Circumstances necessitating the collection of information

*Justification for Emergency Processing:*

On December 27, 2020, the President signed the Consolidated Appropriations Act, 2021 (the “Act”). Division N, Title IV, Subtitle B, Section 421 of the Act provides \$2 billion for the U.S. Department of the Treasury (“Treasury”) to provide grants to eligible providers of transportation services (“Recipients”) under the Coronavirus Economic Relief for Transportation Services (“CERTS”) Program. Recipients include motorcoach companies, school bus companies, passenger vessel companies, and pilotage companies. Under Section 421 of the Act, Recipients must demonstrate significant revenue losses as a result of COVID-19, and must use grant funds for payroll costs and for other eligible operating expenses. Treasury intends to begin making payments as soon as possible given the urgent need for funds, and requests emergency processing for the CERTS Application Form.

**CERTS Application Form**

A Recipient must submit an application to be considered for a CERTS grant. Treasury will review each application submitted by the deadline to validate company identity and eligibility, to assess the accuracy and completeness of information submitted, and to confirm other attributes consistent with the CERTS statute. All applications will be subject to uniform standards of review that will be applied equally. To determine grant amounts, Treasury will review each applicant’s financial information, such as annual revenues and year-over-year lost revenues, and apply a formula that provides each approved applicant with an equitable, proportionate share of the funding appropriated by Congress for the program.

2. Use of the data

The information reported will allow Treasury to validate identity, determine eligibility, calculate grant awards, and ensure proper payments to the Recipients.

3. Use of information technology

Treasury will manage the submission process through widely available technology including secure web portal and e-mail.

4. Efforts to identify duplication

The information collections are in support of a new statutory authority, and the information is not known to overlap with any other data collected under any other information collections at Treasury. Furthermore, the information collection is tailored to leverage data that Recipients already have and to require additional data only to the extent that is strictly necessary to validate eligibility consistent with the statute.

5. Impact on small entities

This collection of information will minimally affect small entities. However, Treasury will attempt to minimize burden on small entities to the greatest extent practicable through detailed instructions within the CERTS application form, and automated workflows within the CERTS application form that will dynamically present only those questions necessary for a given applicant type.

6. Consequences of less frequent collection and obstacles to burden reduction

Treasury will collect only the information required to validate identity, determine eligibility, size grant awards, and make payments to the Recipients. Most of the information will be readily available to the Recipients in the ordinary course of business. If the Recipients are unable to provide necessary information to validate identity, determine eligibility, calculate grant awards, and execute payments, then Treasury would not be able to award grants to those Recipients.

7. Circumstances requiring special information collection

There are no special circumstances that require the collection to be conducted in a manner inconsistent with OMB guidelines.

8. Solicitation of comments on information collection and justification for expedited processing pursuant to 5 C.F.R. § 1320.13

This Information Collection Request is submitted under emergency clearance procedures in order to expedite grant awards and payments to Recipients that have suffered significant losses as a result of COVID-19. As such, advance public notice and comment is not possible.

9. Provision of payments to respondents

No payments or gifts are provided to respondents.

10. Assurance of confidentiality

Information collected will be kept confidential to the extent appropriate and consistent with the Freedom of Information Act and other applicable laws.

11. Justification of sensitive questions

No sensitive questions will be asked of eligible grantees.

12. Estimate of the hour burden of information collection

The CERTS Grant Application burden estimate is as follows:

<b>Reporting</b>	# Respondents	# Responses Per Respondent	Total Responses	Hours per response	Total Burden in Hours	Cost to Respondent (\$47.50 per hour*)
CERTS Application	8,000	1	8,000	2 (120 minutes)	16,000	\$760,000
<b>Total</b>	8,000		8,000		16,000	<b>\$760,000</b>

\* Bureau of Labor Statistics (BLS), U.S. Department of Labor, Occupational Outlook Handbook, Accountants and Auditors, on the Internet at <https://www.bls.gov/ooh/business-and-financial/accountants-and-auditors.htm> (visited December 30, 2020). In 2019, the median pay for accounts and auditors was \$34.40/hour. To account for the fully-loaded employer cost of employee compensation, the median pay is increased by 38%, resulting in a fully-loaded wage rate of \$47.50. According to BLS’s Employer Cost for Employee Compensation from September 2020 (released on December 17, 2020: <https://www.bls.gov/news.release/pdf/ecec.pdf>), employers provided 38% of total employee compensation in the form of non-wage compensation (i.e., benefits such as paid leave, health insurance, etc.) for state and local government workers.

13. Estimated total annual cost burden to respondents

There are no annualized capital/startup costs for the Recipients to provide the information.

14. Estimated cost to the federal government.

As this is a new program being set up in response to emergency circumstances, Federal costs have not been estimated yet.

15. Reasons for change in burden

This collection of information is a new statutory requirement and does not reflect a change in any previous burden.

16. Plans for tabulation, statistical analysis and publication

Treasury plans to publish grant and payment amounts.

17. Display of the expiration date for OMB approval

Given the limited (approximately 30-day) period to apply for this program, Treasury requests that it be permitted to omit display of the expiration date in order to avoid potential confusion among stakeholders who may mistakenly believe that applications will be accepted until that date.

18. Exceptions to submission requirements

There are no exceptions to the submission requirements.

Part B. Describe the use of statistical methods such as sampling or imputation.

This collection does not employ statistical methods.