

Department of Transportation (DOT)

SUPPORTING STATEMENT

Center of Excellence for Domestic Maritime Workforce Training and Education **Annual Applications for Designation**

Since the last approval of this collection, the below adjustments have been made:

- The estimated number of future responses has been reduced to 100 from the previous estimate of 200 responses.
- Based on the first-year applicants' feedback, the applicant person-hours per response has been increased from the previously estimated 24 hours per response to 48 hours per response.
- The total annual hours requested remains unchanged from the total of 4800 hours in our previous collection request.

INTRODUCTION

This is to request the Office of Management and Budget's (OMB) three-year approval clearance for renewal with change of a previously approved information collection entitled, "Center of Excellence for Domestic Maritime Workforce Training and Education (CoE) –Applications for Designation" (OMB Control No. 2133-0549), which currently is due to expire August 31, 2021.

There were no program changes since the last approval of this collection. An adjustment was made for the number of respondents and the burden hours (see Q12). The actual number of responses received during the first year of this new program was significantly lower than the number estimated in the previously approved collection.

Pursuant to, the Secretary of Transportation, acting through the Maritime Administrator, may designate eligible and qualified training entities as Centers of Excellence for Domestic Maritime Workforce Training and Education (CoE). Interested covered training institutions will voluntarily apply to MARAD with sufficient information to demonstrate they meet the designation criteria.

Part A. Justification.

1. Circumstances that make collection of information necessary. 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.

This collection of information is required to implement Section 3507 of the National Defense Authorization Act of 2018, Public Law 115–91 (the "Act"), codified at 46 U.S.C. 51706 (previously designated as 46 U.S.C. 54102), which provided the Secretary of Transportation with

the discretionary authority to designate eligible and qualified entities as CoEs. CoE designations will serve to assist the maritime industry in obtaining and maintaining the highest quality workforce.

Further, the ongoing annual collection of information is necessary to administer the Center of Excellence program which supports the DOT strategic goal of Economic Competitiveness, and the MARAD strategic goal to Maintain and Modernize the Maritime workforce.

Following the enactment of the Act, MARAD developed a procedure to recommend to the Secretary the designation of eligible institutions as Centers of Excellence for Domestic Maritime Workforce Training and Education (CoE). Pursuant to the Act, the Secretary of Transportation may designate certain eligible and qualified training entities as CoEs and may subsequently execute Cooperative Agreements with CoE designees. Authority to administer the CoE program is delegated to MARAD in 49 CFR 1.93(a).

Qualified training entities seeking to be designated as a CoE need to apply to MARAD. MARAD has developed a policy to provide interested parties with comprehensive agency guidance on how to apply for CoE designation and how the CoE program will be administered. Applications should include information to demonstrate that the applicant institution meets certain eligibility requirements, selection criteria, and qualitative attributes consistent with Section 3507 of the Act.

The MARAD application procedure and program details are available to the public on its website <https://www.maritime.dot.gov/education/maritime-centers-excellence>.

After receipt of the Information Collection Review (ICR) one-year approval from OMB, MARAD issued a notice in the Federal Register (85 FR 67599) on October 23, 2020 entitled Center of Excellence for Domestic Maritime Workforce: Notice of Opportunity to Apply for Training and Education Designation, and on the MARAD website at www.MARAD.dot.gov, requesting applications from qualified training entities seeking to be designated as a CoE. The application period closed on December 22, 2020. Thirty applications for designation were received. Upon the Secretary's approval, twenty-seven institutions were designated on May 19, 2021 as a CoE for the 2021 program year.

Upon receipt of the ICR renewal approval from OMB, MARAD will issue a notice in the Federal Register requesting applications from qualified training entities seeking to be designated as a CoE for the 2022 program year. This notice will be an updated version of the attached 85 FR 67599, Notice of Opportunity to Apply, dated October 23, 2020. Section 8 on pages 67602-67603 provides a detailed list of the information requested from the applicants.

2. How, by whom, and for what purpose is the information used. 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 received is being used by MARAD to administer the CoE program. MARAD is

using the collected information to evaluate the applicant institutions for designation as a CoE.

3. Extent of automated information collection. 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 attached Federal Register notice (85 FR 67599) of October 23, 2020 announcing the Notice of Opportunity to Apply specifically required electronic submission via electronic mail of applications, including all supporting information and documents to MARAD. Section 8 on pages 67602-67603 of the notice provided a detailed list of the information requested from the applicants. Respondents could submit the requested information in whatever digital format they preferred and were not required to fill out any agency mandated forms.

We believe this approach reduced the burden on the respondents and intend to continue with this approach in the future. Respondents will not be required to complete any agency mandated form. Respondents will have the flexibility to submit all requested information electronically in whichever format they prefer.

4. Efforts to identify duplication. 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.

The CoE program was established by Congress in December 2017. MARAD had not collected similar information before the enactment of the CoE program. This is a voluntary program and therefore each covered training entity under the statute can decide for themselves if they wish to apply for the CoE designation. Each applicant institution provides unique supporting information including, for example, enrollment trends, engagement practices, and community feedback, to demonstrate how it meets the eligibility and designation criteria. Duplication is highly unlikely due to the differences in the specific information submitted by each applicant institution.

An examination of the Catalog of Federal Domestic Assistance and the Catalog of Federal Paperwork Requirements did not reveal any similar information collections.

5. Efforts to minimize the burden on small businesses. IF THE COLLECTION OF INFORMATION IMPACTS SMALL BUSINESSES OR OTHER SMALL ENTITIES, DESCRIBE ANY METHODS USED TO MINIMIZE BURDEN.

Not applicable. The statute enacting the CoE program limits the eligibility to certain “Community or Technical Colleges” and “Maritime Training Centers” operated by or under the supervision of a State”. These covered training entities are not small businesses or other small

entities as defined by the Small Business Administration criteria.

6. Impact of less frequent collection of information. 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 this information collection is not conducted, MARAD will be unable to continue this congressionally mandated CoE program.

7. Special circumstances. EXPLAIN ANY SPECIAL CIRCUMSTANCES THAT WOULD CAUSE AN INFORMATION COLLECTION TO BE CONDUCTED IN A MANNER:

- **REQUIRING RESPONDENTS TO REPORT INFORMATION TO THE AGENCY MORE OFTEN THAN QUARTERLY;**

Not applicable. Interested covered training entities seeking CoE designation are only required to submit their applications and supporting information annually.

- **REQUIRING RESPONDENTS TO PREPARE A WRITTEN RESPONSE TO A COLLECTION OF INFORMATION IN FEWER THAN 30 DAYS AFTER RECEIPT OF IT;**

Not applicable. Upon receipt of ICR approval from OMB in 2020, MARAD published a notice in the Federal Register (85 FR 67599) on October 23, 2020, inviting interested covered training entities to submit applications for CoE designation. The FRN provided respondents 60 days to submit their applications. The application period closed on December 22, 2020. Moving forward, a minimum 60-day submission period will be the standard.

- **REQUIRING RESPONDENTS TO SUBMIT MORE THAN AN ORIGINAL AND TWO COPIES OF ANY DOCUMENT;**

Not applicable. CoE respondents are required to submit only one copy of application materials electronically. Respondents could elect to send a hard copy via regular mail. Only .07% of 2020 applicants elected to submit a duplicate hard copy of their application by mail.

- **REQUIRING RESPONDENTS TO RETAIN RECORDS, OTHER THAN HEALTH, MEDICAL, GOVERNMENT CONTRACT, GRANT-IN-AID, OR TAX RECORDS FOR MORE THAN THREE YEARS;**

Not applicable. CoE designees are not required to collect, maintain or retain any new records specifically for the CoE designation which are in addition to the routine records they already maintain and retain as a training institution without a CoE designation.

- **IN CONNECTION WITH A STATISTICAL SURVEY, THAT IS NOT**

DESIGNED TO PRODUCE VALID AND RELIABLE RESULTS THAT CAN BE GENERALIZED TO THE UNIVERSE OF STUDY;

Not applicable. This information is not utilized for any statistical survey.

- **REQUIRING THE USE OF A STATISTICAL DATA CLASSIFICATION THAT HAS NOT BEEN REVIEWED AND APPROVED BY OMB;**
Not applicable.
- **THAT INCLUDES A PLEDGE OF CONFIDENTIALITY THAT IS NOT SUPPORTED BY AUTHORITY ESTABLISHED IN STATUE OR**
- **REGULATION, THAT IS NOT SUPPORTED BY DISCLOSURE AND DATA SECURITY POLICIES THAT ARE CONSISTENT WITH THE PLEDGE, OR WHICH UNNECESSARILY IMPEDES SHARING OF DATA WITH OTHER AGENCIES FOR COMPATIBLE CONFIDENTIAL USE; OR**

Not applicable.

- **REQUIRING RESPONDENTS TO SUBMIT PROPRIETARY TRADE SECRET, OR OTHER CONFIDENTIAL INFORMATION UNLESS THE AGENCY CAN DEMONSTRATE THAT IT HAS INSTITUTED PROCEDURES TO PROTECT THE INFORMATION'S CONFIDENTIALITY TO THE EXTENT PERMITTED BY LAW.**

Not applicable.

8. Compliance with 5 CFR 1320.8: PROVIDE AN ELECTRONIC COPY AND IDENTIFY THE DATE, VOLUME NUMBER AND PAGE NUMBER OF THE PUBLICATION IN THE FEDERAL REGISTER OF THE AGENCY'S NOTICE (FOR A 60-DAY AND A 30-DAY NOTICE), REQUIRED BY 5 CFR 1320.8(d), SOLICITING COMMENTS ON THE INFORMATION COLLECTION PRIOR TO SUBMISSION TO OMB.

MARAD published a 60-day notice and request for comments on this information collection in the Federal Register on April 7, 2021, (FR 18115, Vol. 86, No. 65) indicating comments should be submitted on or before June 7, 2021. No comments were received. In addition, a 30-day notice was published on July 6, 2021 (FR 86, Vol. 86, No. 126) indicating comments should be submitted by August 5, 2021.

- **SUMMARIZE PUBLIC COMMENTS RECEIVED IN RESPONSE TO THAT NOTICE AND DESCRIBE ACTIONS TAKEN BY THE AGENCY IN RESPONSE TO THOSE COMMENTS. SPECIFICALLY ADDRESS COMMENTS RECEIVED ON COST AND HOUR BURDEN.**

No public comments were received in response to the 60-day notice published on April 7, 2021, Federal Register 18115, Vol. 86.

- **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 RECORD KEEPING, DISCLOSURE, OR REPORTING FORMAT (IF ANY), AND ON THE DATA ELEMENTS TO BE RECORDED, DISCLOSED, OR REPORTED.**

Since the enactment of the authorizing statute on 12 December 2017, MARAD has met with numerous interested stakeholders outside MARAD to receive their perspectives.

- **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.**

MARAD participated in the following conferences with CoE stakeholders:

- June 5-6, 2018: National Maritime Workforce Conference (titled “Shared Quarters”) held in Texas.
- January 29, 2019: “Maritime Works”, Maritime Programs Showcase, hosted by American Association of Community Colleges, Workforce Development Institute, and the Domestic Maritime Centers of Excellence Consortium; held in San Diego, CA.
- June 10-11, 2019: the 2019 Maritime Education Conference “All Hands on Deck” held in Norfolk, VA.

Each of these conferences brought together academia and industry professionals from across the country to focus on how to enhance and expand maritime, marine technology and port management workforce training taking place at community and technical colleges. At each conference, MARAD received perspectives from approximately 45 -75 representatives from technical and community colleges, maritime training centers, state maritime academies, universities, shipyards, port authorities and other maritime industry stakeholders in the CoE program.

MARAD will continue to meet with CoE stakeholders to consult with them and obtain their perspectives.

MARAD will also attend future Maritime Workforce Conferences to consult with representatives of CoE stakeholders who must provide information under this information collection.

9. Payments or gifts to respondents. EXPLAIN ANY DECISION TO PROVIDE A PAYMENT OR GIFT TO RESPONDENTS, OTHER THAN ENUMERATION OF CONTRACTORS OR GRANTEEES.

No payments or gifts are or will be provided to respondents.

10. Assurance of confidentiality: DESCRIBE ANY ASSURANCE OF CONFIDENTIALITY PROVIDED TO RESPONDENTS AND THE BASIS FOR THE ASSURANCE IN STATUTE, REGULATION, OR AGENCY POLICY.

The respondents are requested not to submit any privacy information covered under the Privacy Act or any information covered by an exemption under the Freedom of Information Act (FOIA).

11. Justification for collection of sensitive information: 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.

Not applicable. Respondents are not required to submit any information commonly considered private or of a sensitive nature.

12. Estimate of burden hours for information requested: PROVIDE ESTIMATES OF THE HOUR BURDEN OF THE COLLECTION OF INFORMATION. THE STATEMENT SHOULD:

INDICATE THE NUMBER OF RESPONDENTS, FREQUENCY OF RESPONSES, CALCULATION FOR THE INDIVIDUAL BURDENS AND FOR THE TOTAL ANNUAL HOUR BURDEN, AND AN EXPLANATION OF HOW THE BURDEN WAS ESTIMATED. UNLESS DIRECTED TO DO SO, AGENCIES SHOULD NOT CONDUCT SPECIAL SURVEYS TO OBTAIN INFORMATION ON WHICH TO BASE HOUR BURDEN ESTIMATES. CONSULTATION WITH A SAMPLE (FEWER THAN 10) OF POTENTIAL RESPONDENTS IS DESIRABLE. IF THE HOUR BURDEN ON RESPONDENTS IS EXPECTED TO VARY WIDELY BECAUSE OF DIFFERENCES IN ACTIVITY, SIZE, OR COMPLEXITY, SHOW THE RANGE OF ESTIMATED HOUR BURDEN, AND EXPLAIN THE REASONS FOR THE VARIANCE. GENERALLY, ESTIMATES SHOULD NOT INCLUDE BURDEN HOUR FOR CUSTOMARY AND USUAL BUSINESS PRACTICES

- **IF THIS REQUEST FOR APPROVAL COVERS MORE THAN ONE FORM, PROVIDE SEPARATE HOUR BURDEN ESTIMATES FOR EACH FORM AND AGGREGATE THE HOUR BURDENS IN ITEMS 13 OF OMB FORM 83-I.**
- **PROVIDE ESTIMATES OF ANNUALIZED COST TO RESPONDENTS FOR THE HOURLY BURDENS FOR COLLECTIONS OF INFORMATION,**

IDENTIFYING AND USING APPROPRIATE WAGE RATE CATEGORIES, THE COST OF CONTRACTING OUT OR PAYING OUTSIDE PARTIES FOR

- **INFORMATION COLLECTION ACTIVITIES SHOULD NOT BE INCLUDED HERE. INSTEAD, THIS COST SHOULD BE INCLUDED IN ITEM 14.**

Under the authorizing statute, only “Community Colleges or Technical Colleges” and “Maritime Training Centers” in certain eligible locations are eligible to apply for CoE designation. Additionally, only “Maritime Training Centers” with a maritime training program in operation on 12 December 2017 are eligible under the statute. MARAD estimates that the total pool of eligible covered training entities is under 200.

- a. Estimated maximum number of respondent Applications:100
- b. Frequency of response: Annual
- c. Estimated Average Burden Man-Hours per Application: 48 hours
- d. Total Annual Burden Hours for all respondents: 100 x 48= 4800 hours

A determination of the estimated number of hours required per response was made after consultation with several potential respondents.

It is estimated that one employee will require approximately 48 hours of effort to collect, compile and submit the required information with each application for CoE designation.

The total one-time cost to the respondents is estimated as follows:

Estimated Maximum Number of Applications	Estimated Burden Hours per Application	Total Burden Hours for all Respondents	Mean Hourly Wage ¹	Total Cost of Burden Hours	Overhead and G & A ²	Estimated Total Annual Cost
100	48	** Expression is faulty **	\$54.04	** Expression is faulty **	** Expression is faulty **	** Expression is faulty **

¹The median hourly wage for “Education Administrators, Postsecondary” was taken from the Bureau of Labor Statistics May 2019 National Occupational Employment and Wage Estimates at <https://www.bls.gov/oes/current/oes119033.htm>.

²Overhead and General & Administrative expenses estimated @ 40%.

13. Estimate of total annual costs to respondents. **PROVIDE AN ESTIMATE OF THE TOTAL ANNUAL COST BURDEN TO RESPONDENTS OR RECORDKEEPERS RESULTING FROM THE COLLECTION OF INFORMATION. (DO NOT INCLUDE THE COSTS OF ANY HOUR BURDEN SHOWN IN ITEMS 12 AND 14).**

- **INCLUDE A BREAKDOWN FOR TOTAL CAPITAL/START-UP COSTS AND**

OPERATION/MAINTENANCE. THE COST ESTIMATES SHOULD BE SPLIT INTO TWO COMPONENTS: (A) A TOTAL CAPITAL AND START-UP COST COMPONENT (ANNUALIZED OVER IT EXPECTED USEFUL LIFE); AND (B) A TOTAL OPERATION AND MAINTENANCE AND PURCHASE OF SERVICES COMPONENT. THE ESTIMATES SHOULD TAKE INTO ACCOUNT COSTS ASSOCIATED WITH GENERATING, MAINTAINING, AND DISCLOSING OR PROVIDING THE INFORMATION. INCLUDE DESCRIPTIONS OF METHODS USED TO ESTIMATE MAJOR COSTS FACTORS INCLUDING SYSTEM AND TECHNOLOGY ACQUISITION, EXPECTED USEFUL LIFE OF CAPITAL EQUIPMENT, THE DISCOUNT RATE(S), AND THE TIME PERIOD OVER WHICH COSTS WILL BE INCURRED. CAPITAL AND START-UP COSTS INCLUDE, AMONG OTHER ITEMS, PREPARATIONS FOR COLLECTING INFORMATION SUCH AS PURCHASING COMPUTERS AND SOFTWARE; MONITORING, SAMPLING, DRILLING AND TESTING EQUIPMENT; AND RECORD STORAGE FACILITIES.

- **IF COST ESTIMATES ARE EXPECTED TO VARY WIDELY, AGENCIES SHOULD PRESENT RANGES OF COST BURDENS AND EXPLAIN THE REASONS FOR THE VARIANCE. THE COST OF PURCHASING OR CONTRACTING OUT INFORMATION COLLECTION SERVICES SHOULD BE A PART OF THIS COST BURDEN ESTIMATE. IN DEVELOPING COST BURDEN ESTIMATES, AGENCIES MAY CONSULT WITH A SAMPLE OF RESPONDENTS (FEWER THAN 10), UTILIZE THE 60-DAY PRE-OMB SUBMISSION PUBLIC COMMENT PROCESS AND USE EXISTING ECONOMIC OR REGULATORY IMPACT ANALYSIS ASSOCIATED WITH THE RULEMAKING CONTAINING THE INFORMATION COLLECTION, AS APPROPRIATE.**

- **GENERALLY, ESTIMATES SHOULD NOT INCLUDE PURCHASES OF EQUIPMENT OR SERVICES, OR PORTIONS THEREOF, MADE (1) PRIOR TO OCTOBER 1, 1995, (2) TO ACHIEVE REGULATORY COMPLIANCE WITH REQUIREMENTS NOT ASSOCIATED WITH THE INFORMATION COLLECTION, (3) FOR REASONS OTHER THAN TO PROVIDE INFORMATION OR KEEP RECORDS FOR THE GOVERNMENT, OR (4) AS PART OF CUSTOMARY AND USUAL BUSINESS OR PRIVATE PRACTICES.**

(a) Total Capital and Start-Up Costs Estimate:

There are no capital or start-up costs associated with this information collection.

(b) Total Operation and Maintenance and Purchase of Services Estimate:

There are no operation and maintenance costs associated with this information collection.

14. Estimate of cost to the Federal government. **PROVIDE ESTIMATES OF ANNUALIZED COST TO THE FEDERAL GOVERNMENT. ALSO, PROVIDE A DESCRIPTION OF THE METHOD USED TO ESTIMATE COSTS, 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. AGENCIES ALSO MAY AGGREGATE COST ESTIMATES FROM ITEMS 12, 13, AND 14 IN A SINGLE TABLE.**

The total annual cost to the Federal Government for processing this information collection is estimated below.

Review Applications for CoE Designation – Annual Cost

a. Estimated MARAD cost to review and process each application is as follows:

A, 1	B	C	D	E	F	G	H
2.	Employee Grade	Office Code	Employee Activity	Employee Hours	Hourly Salary ^{1,2}	Salary Cost	Total Cost ³ per application
3.	GS-7	MAR-600.3	File	0.5	\$26.69	** Expressi on is faulty **	0
4.	GS-9	MAR-650	Administer & Review	25	\$32.33	\$808	0
5.	GS-14	MAR-650	Review	6	\$66.54	** Expressi on is faulty **	0
6.	GS-15	MAR-650	Review	7	\$78.27	** Expressi on is faulty **	0
7.	SES ²	MAR-600.3	Review & Concurrence	3	\$80.96	** Expressi on is faulty **	0
8.	GS-14	MAR-221	Review	1	\$66.54	** Expressi on is faulty **	0
9.	GS-15	MAR-221	Review	0.5	\$78.27	** Expressi on is faulty **	0
10.	SES ²	MAR-	Concurrence	0.25	\$80.96	**	0

		220.1				Expressi on is faulty **	
11.	SES ²	MAR- 220	Concurrence	0.15	\$80.96	** Expressi on is faulty **	0
12.	TOTAL			43.4	\$65.72	2,181	\$3010
¹ GS hourly salary is based upon 2087 hours/year and Step-5 annual salary in the Salary Table 2021-DCB . ² SES hourly salary is based upon ES Level 3 Pay in the <u>Salary Table No. 2021-ES</u> ³ Total Cost = Salary cost times 1.4							

b. Estimated MARAD cost to process all applications for CoE designations.

MARAD Annual Cost per application	=	\$3,010
Estimated number of applications	=	100
Total Annual MARAD cost to process all applications	=	\$301,000

15. Explanation of program changes or adjustments. EXPLAIN THE REASONS FOR ANY PROGRAM CHANGES OR ADJUSTMENTS REPORTED IN ITEMS 13 OR 14 OF THE OMB FORM 83-I.

There were no program changes since the last approval of this collection. An adjustment was made for the number of respondents and the burden hours. The actual number of responses received during the first year of this new program was significantly lower than the number estimated in the previously approved collection. Hence, the estimated number of future responses has been reduced to 100 from the previous estimate of 200 responses. Based on the first-year applicants' feedback, the applicant person-hours per response has been increased from the previously estimated 24 hours per response to 48 hours per response. The total annual hours requested remains unchanged from the total of 4800 hours in our previous collection request.

16. Publication of results of data collection. 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.

The names of the designated CoEs and the effective period of the CoE designations will be published on the MARAD website at www.marad.dot.gov.

No complex analytical techniques will be utilized for collection or review of the collected information.

The estimated time schedule is as follows:

<u>Activity</u>	<u>Estimated Completion Date</u>
Publish 60-day FRN, 86 FR 18115 , to solicit comments on CoE ICR	7-April-21
60-day FRN Comments Due to MARAD	7-Jun-21
Publish 2 nd (30-day) FRN, 86 FR 35561 , to solicit ICR comments to OMB	6-Jul-21
2nd FRN (30-day) Comments Due to OMB	5-Aug-21
OMB Approval for Information Collection Number Received – for 3 years	2-Nov-21
Publish FRN Inviting CoE Applications	4-Dec-21
CoE Applications Due to MARAD	2-Feb-22
Announce CoE designations on MARAD website	27-Jun-22

17. Approval for not displaying the expiration date of OMB approval. **IF SEEKING APPROVAL TO NOT DISPLAY THE EXPIRATION DATE FOR OMB APPROVAL OF THE INFORMATION COLLECTION, EXPLAIN THE REASONS THAT DISPLAY WOULD BE INAPPROPRIATE.**

MARAD is not seeking such approval.

18. Exceptions to certification statement. **EXPLAIN EACH EXCEPTION TO THE CERTIFICATION STATEMENT IDENTIFIED IN ITEM 19, "CERTIFICATION FOR PAPERWORK REDUCTION ACT SUBMISSIONS," OF OMB FORM 83-I.**

Not applicable. There are no exceptions to the certificate statement.

ATTACHMENTS:

1. Section 3507 of the National Defense Authorization Act of 2018, Public Law 115–91 (the “NDAA”), codified at 46 U.S.C. 51706 (previously designated as 46 U.S.C. 54102). [Note: The FY 2021 National Defense Authorization Act, Public Law 116–283, redesignated and transferred this statute from the previous 46 U.S.C. 54102 to 46 U.S.C. 51706].
2. 60-day Federal Register Notice, 86 FR 18115, published on April 7, 2021.
3. 30-day Federal Register Notice, 86 FR 35561, published on July 6, , 2021.
4. Federal Register Notice, 85 FR 67599, October 23, 2020, entitled “Center of Excellence for Domestic Maritime Workforce: Notice of Opportunity to Apply for Training and Education Designation”. Section 8 on pages 67602-67603 provides a detailed list of the information to be collected.