

**SUPPORTING STATEMENT FOR
Quarterly Progress Reports (QPR) for Short-Time Compensation Grants**

OMB CONTROL NO. 1205-0499

This information collection request (ICR) proposes revisions to OMB Control Number 1205-0499, Quarterly Progress Reports for Short-Time Compensation Grants.

A. JUSTIFICATION

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 Middle Class Tax Relief and Job Creation Act (MCTRJC) contains Subtitle D, Short-Time Compensation (STC) 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 notes the SWA's status of completing the STC grant activities. In addition to the MCTRJC, the enactment of Public Law 116-136 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020, referred to hereafter as "the CARES Act" contains section 2110, Short-Time Compensation Program. Section 2110 of the CARES Act covers grants the Federal Government provided to states for the purpose of implementation or improved administration of an STC program or for promotional and enrollment in the program. The CARES Act also requires a QPR per approved grant, which increases the number of responses.

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. However, 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 A.2 above.

This 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 for this information collection. The collection is conducted in a manner consistent with guidelines published in UIPL No. 27-12 and UIPL 22-20.

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 13, 2021 (86 FR 70869). No public comments were received.

9. Explain any decision to provide any payments or gifts to respondents, other than remuneration of contractors or grantees.

No payments or gifts have 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

There are 19 total STC grants under the MCTRJC and the CARES Act that still have funds remaining and require quarterly QPRs. These grants are spread out over 19 states. Sixteen (16) states have funds remaining on two (2) grants and three (3) states have funds remaining on one (1) grant each. Sixty-eight (140) QPRs are submitted each year from these 19 states (128 for the MCTRJC Act and the CARES Act Short-Time Compensation Implementation Grant and 12 for the MCTRJC Act and the CARES Act Short-Time Compensation Promotion Grant). The time to complete each QPR is estimated at one hour, for a total of 140 hours per year, at an hourly rate of \$54.84. The total monetized annual value of respondent time is estimated at \$7,677.60.

Estimated Annualized Respondent Cost and Hour Burden

| Activity | No. of Respondents | No. of Responses per Respondent | Total Responses | Average Burden (Hours) | Total Burden (Hours) | Hourly Wage Rate* | Total Burden Cost |
|---|---------------------------|--|------------------------|-------------------------------|-----------------------------|--------------------------|--------------------------|
| States With STC Grants to Implement or Enhance an STC Program | 16 | 8 | 128 | 1 | 128 | \$53.27 | \$6,818.56 |
| States With STC Grants to Promote and enroll employer in the program | 3 | 4 | 12 | 1 | 12 | \$53.27 | \$639.24 |
| Unduplicated Average Annual Cost Total | 19 | 12 | 140 | 1 | 140 | \$53.27 | \$7,457.80 |

*Source: The hourly rate is computed by dividing the FY 2022 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/corr_doc.cfm?DOCN=6102) by the average number of hours worked in a year (1,711). For FY 2022, this calculation is: \$91,144 / 1,711= \$53.27.

13. Provide an estimate of 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 shown in Items 12 and 14).

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

14. Provide estimates of the annualized cost 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), 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 into a single table.

There are no annualized cost to the Federal Government

15. Explain the reasons for any program changes or adjustments.

The burden estimates were revised to account for the number of states that have exhausted their STC grants. Additionally, the CARES Act added a new set of grants that also requires quarterly progress reports (QPR). Because of these additional grants, the burden hours have been adjusted to account for the increase of grants that require the QPRs. Nineteen states have STC grant funds remaining. Sixteen of those states have funds remaining on two grants each and three states have funds remaining on 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 tabulations, 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 certification statement.

There are no exceptions.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS.

Statistical methods are not used in this collection report.