

**DEPARTMENT OF TRANSPORTATION
FEDERAL HIGHWAY ADMINISTRATION (FHWA)
SUPPORTING STATEMENT A
OMB CONTROL NO. 2125-0655**

**ASSESSMENT OF TRANSPORTATION PLANNING
AGENCY NEEDS, CAPABILITIES, AND CAPACITY**

INTRODUCTION

This is to request the Office of Management and Budget's (OMB) three-year approval for renewal of the information collection entitled, Assessment of Transportation Planning Agency Needs, Capabilities, and Capacity.

Part A. Justification

1. Circumstances that make the collection of information necessary.

The FHWA will collect information on the current state of the practice, data, methods, and systems used by state, metropolitan, regional, local, and tribal transportation planning entities to support their required planning process in accordance with Title 23 United States Code 134 and 135. This information will also be used to develop and deliver existing and future Federal Highway Programs through successful partnerships, value-added stewardship, and risk-based oversight. Underpinning this effort will be a renewed focus on enhancing organizational capacity, which translates into having a skilled workforce and supporting systems that are optimally positioned and equipped to deliver the FHWA's mission.

This information collection supports the DOT's Strategic Goals of "Economic Strength and Global Competitiveness" and "Organizational Excellence" by providing an ongoing mechanism to review and assess our transportation planning program and ensure that we develop and advocate solutions to national transportation need and that organizational resources are optimally deployed.

2. How, by whom, and for what purpose is the information to be used.

The information will be collected via internet-based questionnaires of State DOTs and regional planning agencies. It will be collected by FHWA and will be used to better understand agency capabilities and needs so that FHWA can provide targeted and effective support to these agencies.

3. Extent of automated information collection.

Internet-based questionnaires will be developed and administered to State DOTs and Metropolitan Planning Organizations (MPOs). The questionnaires will involve questions related to their planning programs regarding their state of the practice in equity, public involvement, travel modeling, artificial intelligence, automated vehicles, and scenario planning. The respondent can save a partially complete questionnaire and reenter later which reduces the strain and provides flexibility.

4. Describe efforts to identify duplication.

There is no duplication or existing source for the information to be collected. FHWA has conducted an extensive literature review of previously collected data and found no uniform source of data available for all agencies.

5. Efforts to minimize the burden on small businesses.

This information collection does not involve small businesses.

6. Impact of less frequent collection of information.

Without these data FHWA will not be in a position to properly support state and regional agencies. Instead, data will have to be collected on a agency-by-agency bases causing massive inefficiencies.

7. Special Circumstances.

There are no special circumstances associated with this information collection.

8. Compliance with 5 CFR 1320.8(d).

The FHWA published a 60 day Federal Register notice on March 7, 2024 [89 FR 16611], which solicited public comments on our intent to seek OMB's renewed approval for this information collection. There were no comments received.

The 30 day notice was published on May 28, 2024, at [89 FR 46295].

9. Payment or gifts to respondents.

No payments or gifts are provided to respondents.

10. Assurance of confidentiality.

None of this information collection is considered confidential; it is all available to the public.

11. Justification for collection of sensitive information.

None of the information required is of a sensitive or private nature.

12. Estimate of burden hours for information requested.

Each State and MPO will be solicited to provide information up to four times per year. The annual number of burden hours (two staff per organization, professional and clerical staff) per

respondent (i.e., organization) to answer questions on the current state of the practice, data, methods, and systems used by state, metropolitan, regional, local, and tribal transportation planning entities to support their required planning process is estimated to be 3 (2 quarters x 1.5 hours per quarter). The total annual burden for all respondents is estimated to be 2,850 burden hours (3 burden hours per respondent x 950 respondents).

This annual burden consists of staff time of each respondent. The burden was determined as follows:

Professional staff time:

1 hour/respondent x 950 respondents x 2 times per year = 1,900 hours

Clerical staff time:

.50 hours/respondent x 950 respondents x 2 times per year = 950 hours
2,850 hours

13. Estimate of the total annual costs burden.

The Bureau of Labor Statistics noted the annual associated salary cost to respondents is estimated to be \$143,306 based on a salary of \$39.63 per hour (approximately \$82,400 per year) for professional staff^a and \$34.16 per hour (approximately \$71,060 year) for clerical staff^b.

Professional staff cost for preparation of work programs:

1,900 hours x \$39.63 per hour = \$75,297

Clerical staff time:

950 hours x \$34.16 per hour =	<u>\$ 32,452</u>
Subtotal Direct Salaries	\$107,749
Overhead/fringe benefits at 33%:	<u>\$ 35,557</u>
Total annual respondent cost:	\$143,306

14. Estimates of costs to the Federal Government.

The cost to the Federal Government consists of the staff time and related expenses to review questionnaire responses general oversight. The Government will incur an annual estimated cost of approximately \$71,428, as follows:

^a <https://www.bls.gov/oes/current/oes193051.htm>

^b <https://www.bls.gov/oes/current/oes436011.htm>

Professional staff time^c:

1/2 person-year (1 week per respondent x 950 respondents) per year times an average salary of \$117,962

Federal direct salary cost per year:	\$58,981
Overhead/fringe benefits at 33%:	<u>19,463</u>
Total annual Federal agency cost:	\$78,444

15. Explanation of the program change or adjustments.

The reduction in burden was due to renewal. The POCs are familiar with the topics and questions being asked resulting in quicker responses, familiar drop down options, and time savings.

16. Publication of results of data collection.

There are no plans for publishing the information collected under this requirement.

17. Approval for not displaying the expiration date of OMB approval.

Approval for not displaying the expiration date is not being requested.

18. Exceptions to the certification statement.

There are no exceptions to the certification statement for this information collection.

^c <https://www.bls.gov/oes/current/oes193051.htm>