

## **Department of Transportation (DOT)**

### **Federal Highway Administration**

#### **Supporting Statement A**

#### **Performance Measures for Highway Construction Training Program (HCTP) Grant.**

**OMB Control No. 2125-XXXX**

Introduction: This information collection request would require direct recipients and State DOTs to collect specific information as required in the NOFO. The purpose of the collection is to ensure that the funds awarded with the approved proposal detailing specific activities and budget constraints are used for the intended purpose of the HCTP grant. The HCTP grants will continue to build on the lessons learned through the Highway Construction Workforce Program (HCWP) and the Strategic Workforce Development (SWD) Initiative. This opportunity represented \$4,226,871 in funding available to applicants at no more than \$300,000 for each award. This collection request, included in the NOFO for the HCTP Grant requirements, provides a resource to track the progress of the awarded programs through the period of performance of up to two years. The following performance measures are quarterly and are as follows: the number of entrants, the number of completed programs, the number of job placements, the median wages at time of hire and their progression at 180 days into the job placement, the number of trainees retained, and, if an educational institution, the number of enrollees in a particular curriculum. There are two remaining performance measures to be submitted annually. They are both related to educational institutions and the number of credentials attained with the corresponding skill gains in post-secondary educational opportunities.

This information collection request would require the awardees to maintain records as their activities progress through the period of performance and afterwards for up to three years after the closing out of the project funded with the HCTP Grant money. The reporting will be quarterly and annually, respectively.

#### Part A. Justification.

##### 1. Circumstances that make collection of information necessary:

The information FHWA proposes to collect in its Performance Measures for HCTP Grant is based on existing requirements found in 23 USC 504 (f) (3); therefore, awardees should have this information readily available. The national picture created by this report will enable FHWA to develop a performance response strategy to improve its allocation of technical assistance resources and further assist the industry in filling the ever-growing employment need. The information collected will also facilitate coordination among many of the program office specialties, including but not limited to, the Office of Infrastructure's (HIF) Construction Team, the Office of Safety Team, HIF's Preconstruction Team, HIF's Office of Bridges and Structures, the Innovative Program Team and the National Highway Institute concerning the implementation of further training opportunities.

FHWA's implementation of the collection of the performance measures data supports the USDOT/FHWA strategic goal of Accountability. By providing this reporting format along with other

resources, FHWA aims to improve its stewardship and oversight of workforce development supported by the Administration through the execution of Executive Order 14210, while ensuring State DOTs are making effective investments in workforce development.

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

How: The HCTP Grant Performance Measures are to be collected through an automated system using the Microsoft Forms App platform. The quarterly and annual mandated collection specified in the NOFO and the approved grant agreements signed by each awarded recipient specify the submission of these detailed performance measures.

By Whom: The Office of Infrastructure Construction Team will be collecting data for analysis to ensure that the curriculum development programs approved for funding are, in fact, building on the progress made in workforce development through the previous grant opportunities through the HCWP.

For What Purpose: Due to the overwhelming difficulty in filling the need for workers, the demand for highway construction, maintenance, and operations workers is continuing to grow, while at the same time, emerging technologies require these same workers to have new skills. According to a 2022 national survey by the Associated General Contractors of America (AGC), more than 70 percent of construction firms reported difficulty finding qualified trade and craft workers and 90 percent reported difficulty filling salaried positions. Government agencies, trade organizations, private agencies, and local and Tribal communities nationwide need new, collaborative approaches to meeting this challenge. The purpose of the collection of this data will further allow HIF to aggregate the information quarterly and annually to identify performance trends, to include any identifiable program risks for curriculum development.

3. Extent of automated information collection:

A Microsoft forms tool has been developed for automated convenience. The tool has been reviewed by the Office of Chief Counsel with FHWA. All State and direct recipients of the HCTP Grant funds have designated personnel who regularly manage this grant, and it's agreed upon requirements.

4. Efforts to identify duplication:

To streamline reporting and ensure data accuracy, performance measures are now collected via this Microsoft Form instead of manual narrative submissions. This process is designed to complement, not duplicate, the GrantSolutions PPR. While the PPR focuses on high-level project narratives, this form captures the specific performance metrics required by the HCTP Grant Agreement and NOFO.

5. Efforts to minimize the burden on small businesses:

The Performance Measures for the HCTP Grant will have no impact on small businesses.

6. Impact of less frequent collection of information:

With the required frequency of reporting for the HCTP Grants, the reporting frequency allows for an accurate evaluation to be performed for each of the programs funded. Less frequent collection for the three-year approval period would result in informational gaps that would affect HIF's ability to evaluate individual program performance and implement technical assistance strategies.

7. Special circumstances:

There are no special circumstances associated with this collection.

8. Compliance with 5 CFR 1320.8:

The 60-day Federal Register notice intended to solicit comments from the public on this information collection was published on March 13, 2026, at [91 FR 12483]. One comment was received.

Summary of Comments:

The South Dakota Department of Transportation (SDDOT) submitted a formal response that focuses on clarifying who is required to report, reducing reporting frequency, and addressing technical challenges in data collection.

FHWA Response:

On Applicability and Respondents: The notice defines "Respondents" as 50 State DOTs, local/state governments, territories, and educational institutions that may apply. The collection is specifically titled "Performance Measures for Highway Construction Training Program (HCTP) Grant," supporting the interpretation that these measures apply only to recipients of the HCTP grant.

On Reporting Frequency: The NOFO required quarterly and annual performance reporting and the sixteen current recipients have not expressed concerns about this frequency as it is common in the workforce development industry.

On Administrative Burden: The FHWA estimates the "Average Burden per Response" to be 20 minutes per form. SDDOT's comment suggests that the actual time required to gather and verify contractor data (such as median wages and six-month retention) may significantly exceed this 20-minute estimate. FHWA understands that specific data may be difficult to obtain but requests that recipients provide readily available data.

The 30-day Federal Register notice intended to notify the public this information collection was submitted to OMB for review and approval was published on June 17, 2026, at [91 FR 36646]."

9. Payments or gifts to respondents:

None.

10. Assurance of confidentiality:

There is no information associated with this collection that requires confidentiality.

11. Justification for collection of sensitive information:

There is no sensitive information associated with this collection.

12. Estimate of burden hours for information requested:

All burden hour estimates are based on an estimated review of all the requirements associated with HCTP, discussions with appropriate modal staff, and analysis of other DOT and FHWA programs.

For the project management phase, FHWA estimates that it takes approximately 2 person-hours to develop and submit a quarterly project progress report to FHWA for review. FHWA expects to receive 64 quarterly project progress reports per year, i.e., 4 per year for a total of 16 awards. FHWA estimates that it takes approximately 2 person-hours to develop and submit an annual project progress report to FHWA for review. FHWA expects to receive 16 annual project progress reports per year, i.e., 1 per year for a total of 16 awards. The total hours required are estimated to be 160 (2 hours x 80 reports = 160 hours).

| Project Stage                          | Burden Hours Per Respondent | Number of Respondents | Frequency | Total Burden Hours |
|----------------------------------------|-----------------------------|-----------------------|-----------|--------------------|
| Project Management (Quarterly Reports) | 2                           | 16                    | 4         | 128                |
| Project Management (Annual Reports)    | 2                           | 16                    | 1         | 32                 |
| Total                                  |                             |                       |           | 160                |

13. Estimate of total annual costs to respondents:

There are no additional costs other than the hourly costs identified in 12. above.

14. Estimate of cost to the Federal government:

The cost is calculated as follows:

Project Management Stage:

Individuals managing projects throughout FHWA vary from GS-11 to GS-14; however, in looking at the averages, it can take a GS-13/step 5 employee (with an average salary of \$49 per hour<sup>1</sup>) about one hour per report to review quarterly progress project reports. There are approximately 16 projects requiring reports annually, and 16 projects requiring quarterly reports for a total of 80 reports annually. The cost to the federal Government is \$3,920 (1 hour x 80 submissions = 80 hours x \$49 = \$3,920), annually.

**The grand total annual cost to the Federal Government for the project management stage is \$3,920 as shown in the table below:**

| Project Stages           | Cost to the Federal Government |
|--------------------------|--------------------------------|
| Project Management Stage | \$3,920                        |
| The Grand Total          | \$3,920                        |

15. Explanation of program changes or adjustments:

<sup>1</sup> [https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/GS\\_h.pdf](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2026/GS_h.pdf)

None. This is a new submission.

16. Publication of results of data collection:

Submitted reports will be aggregated within the Microsoft Forms application. The results of HCTP Grant performance measures analysis will be used as necessary for strategic planning and decision-making and will be shared with agency staff as needed.

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

HIF will display the expiration date of OMB approval as directed.

18. Exceptions to certification statement:

None.