

DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION  
SUPPORTING STATEMENT

**Buses and Bus Facilities Formula and Competitive Programs  
and Low or No Emission Programs  
(OMB# 2132-0576)**

**Abstract:**

The Federal Transit Administration (FTA) is submitting this Information Collection Request (ICR) for an extension without change, seeking approval for up to three years under the normal Paperwork Reduction Act (PRA) process. Since the Office of Management and Budget's (OMB) last approval in May 2023, there have been no substantive changes to the respondent universe, the estimated burden hours, or the program requirements. The only adjustment to this renewal is the incorporation of updated labor rates, resulting in increased cost estimates.

This program provides essential funding to states, designated recipients, and local governmental entities that operate fixed route bus service. Funding is distributed via formula allocations and competitive grants, supporting the replacement, rehabilitation, and purchase of buses and related equipment, as well as the construction of bus-related facilities. This also includes technological changes or innovations for modifying low- or no-emission vehicles or facilities. The competitive grant structure includes two dedicated sub-programs, one of which specifically supports low and zero-emission vehicles.

A. Justification

1. CIRCUMSTANCES THAT MAKE THE COLLECTION NECESSARY.

The collection of this information is required by the Federal Transit Administration (FTA) to fulfill its statutory and administrative responsibilities in managing federal financial assistance programs. The provisions of 49 U.S.C. Section 5339, 49 CFR Part 18 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, or the Common Grant Rule), and the prudent administration of federal grant funds dictate that grantor agencies must collect information to assure the eligibility of the grantee and proposed project activities, and to monitor approved projects to ensure the timely and proper expenditure of federal funds by grant recipients.

The 49 U.S.C. Section 5339 Buses and Bus Facilities is composed of three components: the Formula Program, the Competitive Program, and the Low or No Emission Vehicle Program (Low-No). The program's core mission is to provide financial assistance to states, designated recipients, and Indian tribes for the acquisition of buses and related equipment, the replacement and rehabilitation of existing rolling stock, and the construction of bus-related facilities, including those supporting low or no emission vehicles. Eligibility is limited to designated recipients and states that operate or allocate funding to fixed-route bus operators,

with different statutory federal share requirements applying based on the type of asset being funded (e.g., 80 percent federal for general projects, up to 90 percent for Low-No related facilities and equipment).

To comply with these legal and administrative requirements, the information collection process is structured in two essential stages:

- **Application Stage:** Information is collected to enable FTA to determine the applicant's eligibility, confirm the legal capacity of the organization (via documents like the Authorizing Resolution and Opinion of Counsel as required by 49 U.S.C. 1602(a)(2)(A)), assess the allowance of the proposed project activities, and identify the amount of federal funds requested or needed (through the Project Budget and Description).
- **Project Management Stage:** Information is collected to ensure the proper oversight of projects already approved for funding. This is necessary to track progress against milestones, monitor the financial picture of project activity (via Annual Federal Financial Reports), and ensure the timely expenditure of federal funds within the scope of the approved project (via Milestone/Progress Reports).

All applications and project management activities are submitted 100% electronically via FTA's online grant management system called Transit Award Management System (TrAMS).

## 2. HOW, BY WHOM, AND FOR WHAT PURPOSE THE INFORMATION IS TO BE USED AND CONSEQUENCES IF THE INFORMATION IS NOT COLLECTED.

The collection of information is performed by applicants and grant recipients, who submit reports and data entirely electronically through the Transit Award Management System (TrAMS), FTA's platform for awarding and managing federal grants.

The Federal Transit Administration (FTA) uses this information for two primary purposes:  
Application Stage: To determine the applicant's eligibility for funding and the allowability of project activities. This is used to ensure compliance with applicable federal laws and the Common Grant Rule before funds are awarded. Required documents like the Authorizing Resolution and Opinion of Counsel ensure the applicant's legal capacity, while the Project Budget and Description determine the need and purpose of the federal funds.<sup>1</sup>

Project Management Stage: To subsequently monitor the grantee's progress in implementing and completing approved project activities and to ensure the proper and timely expenditure of federal funds within the approved scope. Reports such as the Milestone/Progress Reports (MPR) and Annual Federal Financial Reports (FFRs) assure FTA of a necessary level of management and risk oversight.

Consequences if the Information is Not Collected

Without these reports, FTA would be unable to ensure compliance with its statutory mandate under 49 U.S.C. Section 5339 and the Common Grant Rule. Furthermore, significant resources and manpower would be necessary to conduct expensive and less timely on-site inspections to verify eligibility and project progress

3. CONSIDERATION OF IMPROVED INFORMATION TECHNOLOGY TO REDUCE BURDEN AND ANY TECHNICAL OR LEGAL OBSTACLES TO REDUCING BURDEN.

FTA's electronic grant making and management system (TrAMS) is a paperless, electronic grant application, review, approval, acceptance and management process. Grant applications and project management reports are submitted electronically (100 percent) through (TrAMS). This electronic system allows grantees to apply for funds, seamlessly receive information about their requests, submit reports and provide overall project management. The TrAMS system has a point-and-click capability, menus and selection choices designed to streamline the application process and reporting requirements and significantly reduces the amount of information a user needs to input the application. The TrAMS user manual has been included in this submittal, with screenshots to provide an overview of the information that is collected in the system. The TrAMS system has been a model for the Department and other government agencies seeking to move to an electronic grant management system.

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 2.

The reports are project specific and the information is not available elsewhere. There is no duplication.

5. METHODS USED TO MINIMIZE BURDEN ON SMALL BUSINESSES OR OTHER SMALL ENTITIES.

The information collected does not involve small businesses.

6. CONSEQUENCES TO FEDERAL PROGRAMS OR POLICY ACTIVITIES IF INFORMATION WAS NOT COLLECTED OR COLLECTED LESS FREQUENTLY, AS WELL AS ANY TECHNICAL OR LEGAL OBSTACLES TO REDUCING THE BURDEN.

If these and other reports were required less frequently, additional site visits by agency staff would be required to ensure compliance with program objectives.

7. SPECIAL CIRCUMSTANCES THAT REQUIRE THE COLLECTION TO BE

CONDUCTED IN A MANNER INCONSISTENT WITH 5 CFR 1320.6.

The information collected is consistent with the guidelines in 5 CFR 1320.6.

8. EFFORTS TO CONSULT WITH PERSONS OUTSIDE THE AGENCY TO OBTAIN THEIR VIEWS.

A 60-day Federal Register notice was published on March 26, 2026 Vol. 91 No. 58 (page 14749) soliciting comments prior to submission to the Office of Management and Budget (OMB). No comments were received.

A 30-day Federal Register notice was published on May 27, 2026 Vol. No.101 (pages 31520-31521). FTA frequently engages in stakeholder outreach including webinar series and site visits to projects and transit agencies by the regional staff. FTA also conducts informal presentations at workgroup and association meetings. FTA will continue to provide outreach to stakeholders including multiple public webinars at the release of each Notice of Funding Opportunity (NOFO).

9. EXPLAIN ANY DECISION TO PROVIDE ANY PAYMENT OR GIFT TO RESPONDENTS, OTHER THAN REMUNERATION OF CONTRACTORS OR GRANTEES.

No payment or gift is made to respondents.

10. DESCRIBE ANY ASSURANCE OF CONFIDENTIALITY PROVIDED RESPONDENTS.

There is no assurance of confidentiality regarding these submissions.

11. ADDITIONAL JUSTIFICATION FOR QUESTIONS OF A SENSITIVE NATURE.

None of the information is of a sensitive nature.

12. ESTIMATE OF THE HOUR BURDEN OF THE COLLECTION, AND ANNUALIZED COST TO RESPONDENTS.

**RESPONDENTS:** State or local governmental entities; and federally recognized Indian tribes that operate fixed route bus service that are eligible to receive direct grants under 5307 and 5311.

**TOTAL NUMBER OF RESPONDENTS:** 1,035

**TOTAL RESPONSES:** 1,035

**TOTAL ANNUAL BURDEN HOURS:** 56,734

**FREQUENCY:** Annual

<b>Requirements</b>	<b># Annual submissions</b>	<b>Burden hours per submission</b>	<b>Total burden hours</b>
<b><u>Application Stage</u></b> (includes all of the following):	1,035	50	51,750
<ul style="list-style-type: none"> <li>• Authorizing/Resolution}</li> <li>• Opinion of Counsel</li> <li>• Project Description</li> <li>• Project Budget</li> <li>• Project Justification</li> <li>• Public Hearing Notice</li> <li>• Project Milestones</li> <li>• List of Labor Unions</li> <li>• Environmental Exhibit</li> </ul>			
Total, Application Stage	1,035	50	51,750
<b><u>Project Management Stage</u></b>			
<b>Milestone Progress Report (QPR)</b>			
<b>Federal Financial Report</b>			
- Pre-award and Post-delivery Rolling Stock Reviews			
- Cost Allocation Plans			
Total Project Management Stage	623	8	4,984

All burden hour estimates are based on a comprehensive review of all the requirements associated with 49 U.S.C. Section 5339, discussions with Headquarters and Regional staff, and discussions with and informal surveys of respondents.

The total number of burden hours associated with this submission in FTA's information collection inventory is **56,734** (51,750 hours application stage + 4,984 hours project management stage).

Estimate of the cost to respondents:

The number and complexity of applications submitted each year may vary and there is a wide variance in the level of effort required. Most of applications are, however, simple and straightforward. The figures below are representative of a straightforward application meeting all the criteria for federal funding.

FTA estimates that it takes approximately 50 person-hours to develop and submit an application for review. Since FTA receives approximately 1,035 applications per year, the

total hours required are estimated to be (50 hours x 1,035 applications = 51,750 hours). Although various personnel are involved in the development of an application, the median salary for an Urban and Regional Planner (19-3051) according to May 2025 BLS [Occupational Employment and Wage Statistics Profiles](#) is \$58.30 per hour including fringe benefits.

**1. Fully Loaded Hourly Rate Calculation:**

- Hourly Wage: \$45.55
- Fringe Benefits (28% of hourly wage):  $\$45.55 \times 0.28 = \$12.75$
- **New Fully Loaded Rate:**  $\$45.55 + \$12.75 = \$58.30$  per hour.

**2. Application Stage Cost:**

- Total Annual Burden Hours: 51,750 hours
- Calculation:  $\$51,750 \times \$58.30$  hour
- **New Cost: \$3,018,225**

**3. Project Management Stage Cost:**

- Total Annual Reports used for cost estimate: 800 reports
- Burden hours per report: 8 hours
- Cost per report:  $8 \times \$58.30$  hour = \$466.40
- Calculation: 800 reports x \$466.40
- **New Cost: \$373,120.00**

**4. Total Annual Cost to Respondents:**

**New Total Cost: \$3,018,225** Application Stage + \$373,120 Project Management Stage = \$3,391,345

13. ESTIMATE OF TOTAL ANNUAL COST BURDEN TO RESPONDENTS OR RECORDKEEPERS RESULTING FROM THE COLLECTION OF INFORMATION (NOT INCLUDING THE COST OF ANY HOUR BURDEN SHOWN IN ITEMS 12 AND 14).

There is no additional cost beyond that shown in items 12 and 14.

14. ESTIMATE OF THE ANNUALIZED COST TO THE FEDERAL GOVERNMENT.

Although reviewed by several different staffers, from secretaries to the Administrator, it is estimated that the average grade level of the reviewers is GS-13/step 5 [DCB h.pdf](#) (including locality pay) paid at \$66.14 per hour. The total estimated annual cost to the Federal Government for administering this grant collection is **\$628,768.42**.

This total is broken down by activity as follows:

- **Application Stage Cost: \$547,549.20**
  - This is based on the review of 1,035 applications annually, with each application taking 8 person-hours to review. The cost per application is \$529.12 (8 hours x \$66.14/hour).
- **Project Management Stage Cost: \$41,219.22**
  - This is calculated using the review of approximately 623 progress reports

annually, with each report review taking (1) person an hour at the rate of \$66.14 per hour.

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- **Contract Support Cost: \$40,000.00**
  - This figure represents the portion of the TrAMS IT support contract dedicated to system maintenance for federal grant review.

Total cost for application and project management stages is **\$628,768.42** (\$547,549.20 for application stage+\$41,219.22 for project management stage + 40,000 (Contract Support)).

15. EXPLAIN REASONS FOR CHANGES IN BURDEN, INCLUDING THE NEED FOR ANY INCREASES.

There are no programmatic or statutory changes to this program, resulting in a request for an extension without changes to a currently approved information collection. However, as required the supporting statement has been updated to reflect an increase in labor costs for both respondents and federal government because of the updated wages from BLS and the 2026 OPM salary table.

16. PLANS FOR TABULATION AND PUBLICATION FOR COLLECTIONS OF INFORMATION WHOSE RESULTS WILL BE PUBLISHED.

FTA does not plan to publish the results of the information collected for statistical use.

17. IF SEEKING APPROVAL NOT TO DISPLAY THE EXPIRATION DATE FOR OMB APPROVAL, EXPLAIN THE REASONS.

There is no reason not to display the expiration date of OMB approval.

18. EXPLAIN ANY EXCEPTIONS TO THE CERTIFICATION STATEMENT IDENTIFIED IN ITEM 19 OF OMB FORM 83-I.

No exceptions are stated.