

DEPARTMENT OF TRANSPORTATION  
FEDERAL TRANSIT ADMINISTRATION

SUPPORTING STATEMENT

**49 U.S.C. SECTIONS 5310 – ENHANCED MOBILITY OF SENIORS AND  
INDIVIDUALS WITH DISABILITIES PROGRAM AND SECTION 5311- FORMULA  
GRANTS FOR RURAL AREAS  
OMB# 2132-0500**

Abstract

This supporting statement is associated with a request for a three-year extension, without change, of a currently approved Information Collection (IC). Since the previous renewal in May 2023, there have been no programmatic or statutory changes affecting the scope or requirements, information collected, respondent universe or burden hours. The supporting statement has been revised solely to reflect updated labor costs, specifically incorporating the new Office of Personnel Management (OPM) 2026 salary rates for Federal employees and the May 2025 wage rates published by the Bureau of Labor Statistics (BLS).

1. EXPLAIN THE CIRCUMSTANCES THAT MAKE THE COLLECTION OF INFORMATION NECESSARY.

The collection of information is necessary to fulfill legislative and administrative mandates (49 U.S.C. Sections 5310 and 5311, and 49 CFR Parts 18 and 19) by providing financial assistance to meet the transportation needs of seniors, individuals with disabilities, and rural communities where public transportation services are unavailable, insufficient, or inappropriate. Specifically, this collection supports the Section 5310 program (Enhanced Mobility of Seniors and Individuals with Disabilities), including the Innovative Coordinated Access and Mobility (ICAM) Program, and the Section 5311 program (Formula Grants for Rural Areas), which includes the Rural Transit Assistance Program (RTAP) and the Tribal Transit Program. The information is required in two stages:

**1. Application Stage**

The information collected during this stage is essential to:

- **Assess Eligibility and Compliance:** FTA must review applications for federal financial assistance to determine the applicant's eligibility and compliance with all statutory and administrative requirements.
- **Enable Legal Findings:** The application must contain enough information to allow the FTA to make the findings required by law and enforce program requirements.
- **Confirm Program Administration:** The submission of the State Management Plan or Program Management Plan allows FTA to confirm that the grantee's administration of the programs is consistent with federal policies, which minimizes the need for repeated inspections and detailed supervision.
- **Identify Key Project Details:** The FTA must know:
  - Who the applicant is.

- The purpose for which funds are requested, detailed in the Program of Projects, to ensure projects are permissible under the law.
- The amount of federal funds requested specified in the Project Budget.

## 2. Project Management Stage

The reporting requirements following project approval are necessary to:

- **Ensure Proper Fund Expenditure:** Requirements like the Financial Status Report and Annual Milestone Progress Reports ensure the proper and timely expenditure of federal funds within the scope of the approved program of projects, complying with 49 CFR Parts 18 and 19.
- **Support National Reporting:** Recipients and subrecipients of Section 5311 funds, and Section 5310 recipients and subrecipients providing a list of rolling stock, are required to submit data annually to the National Transit Database (NTD).

### 2. INDICATE HOW, BY WHOM, AND FOR WHAT PURPOSE THE INFORMATION IS TO BE USED.

The information collected is used by FTA to determine eligibility for grant benefits and ensures compliance with federal requirements. The information is also used by FTA for program management and monitoring.

### 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.

49 U.S.C. Section 5310, Section 5311 and ICAM grant applications and project management reports are submitted electronically (100 percent) through the web-based Transit Award Management System (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 sample screenshot of the collection of the information in the 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.

There is no duplication. The information is project specific and is not available elsewhere. Many requirements have been satisfied with one-time submissions that must be updated only when significant changes occur.

5. IF THE COLLECTION OF INFORMATION IMPACTS SMALL BUSINESS OR OTHER SMALL ENTITIES, DESCRIBE THE METHODS USED TO MINIMIZE BURDEN.

This information collection does not involve small businesses.

6. DESCRIBE CONSEQUENCES TO FEDERAL PROGRAM OR POLICY ACTIVITIES IF THE COLLECTION WERE CONDUCTED LESS FREQUENTLY AS WELL AS ANY TECHNICAL OR LEGAL OBSTACLES TO REDUCING BURDEN.

The information collection is mandatory and governed by legal and administrative requirements. Consequently, collecting this information less frequently would severely impact the Federal Transit Administration's (FTA) ability to administer the programs.

If the information were not collected, the following consequences would occur:

- **Inhibited Eligibility Determination:** The FTA would be prevented from determining an applicant's eligibility for funding. Funds for Section 5310 and Section 5311 (including the Tribal Transit Formula grants, Section 5311(c)(2)(b)) are apportioned to states, designated recipients, and federally recognized Indian Tribes each fiscal year. Because grantees submit one annual grant during a fiscal year, the application stage information must be collected annually.
- **Reduced Monitoring Effectiveness:** Less frequent submissions would significantly reduce the effectiveness of the FTA's monitoring responsibilities, which are required by 49 CFR Parts 18 and 19. The annual financial report and annual milestone progress report submitted during the project management stage provide essential financial and program status updates needed for proper oversight.

The main obstacle to reducing the burden by collecting information less frequently is the legal mandate that governs the programs. The collection of information during both the application stage and the project management stage is required to ensure the FTA's compliance with the provisions of the Federal Transit Act and 49 CFR.

7. EXPLAIN ANY SPECIAL CIRCUMSTANCES THAT REQUIRE THE COLLECTION TO BE CITED IN A MANNER INCONSISTENT WITH THE GUIDELINES IN 5 CFR 1320.6.

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

8. DESCRIBE EFFORTS TO CONSULT WITH PERSONS OUTSIDE THE AGENCY.

A 60-day Federal Register notice was published on March 26 Vol. 91 No. FR. 14750, soliciting comments prior to submission to the Office of Management and Budget (OMB).

No comments were received from that notice. A 30-day Federal Register notice was published on May 27, 2026 Vol. 91 No. 101 (page 31518).

A national meeting of State program managers is held every other year to discuss program administration issues. Approximately 90 program managers attend these meetings, representing most of the states. Due to the small nature of some of the sub-recipients, technical assistance is provided by FTA's regional office staff. State and sub-recipient staff frequently engage with regional staff with questions or concerns regarding the application and/or reporting requirements. Regional staff frequently hold stakeholder meetings within their respective regions both virtually and in-person.

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 TO RESPONDENTS AND THE BASIS FOR ASSURANCE IN STATUTE, REGULATION, OR AGENCY POLICY.

FTA gives no assurance of confidentiality since the information is not personal or sensitive in nature.

11. PROVIDE ADDITIONAL JUSTIFICATION FOR ANY QUESTIONS OF SENSITIVE NATURE.

No questions of a sensitive nature are involved.

12. PROVIDE ESTIMATES OF THE HOUR BURDEN OF THE COLLECTION OF INFORMATION AND ANNUALIZED COST TO RESPONDENTS.

**Estimated Annual Number of Respondents: 517**  
**Estimated Total Annual Burden Hours: 54,133**  
**Estimated Total Cost: \$3,156,705**  
**Frequency: Annual**

**Estimated Annual Burden Hours Calculation**

The total burden hours are **54,133**, calculated by summing the burden for the Section 5310 and Section 5311 programs.

**Section 5310 Program: 26,656 Hours**

This total includes both the application stage (regular annual and initial applications) and the project management stage. The total number of respondents involved in project management is 304, accounting for some grantees who applied to both the formula and discretionary grants.

Activity	Respondents (Annual)	Hours per Response	Calculation	Total Hours
<b>Application Stage</b>			11,760 hours	
Regular Applications	284	40 hours	284 x 40 hours	11,360 hours
Initial Applications	20	20 hours	20 x 20 hours	400 hours
<b>Project Management Stage</b>	304	49 hours	304 x 49 hours	14,896 hours
<b>Total Section 5310 Burden</b>				<b>26,656 hours</b>

**Section 5311 Program: 27,477 Hours**

The calculation is based on 54 Formula Program respondents (50 states and 4 territories) and 159 Tribal Transit Program respondents.

Activity	Respondents (Annual)	Hours per Response	Calculation	Total Hours
<b>Application Stage</b>			15,762 hours	
Formula Program	54	74 hours	54 x 74 hours	3,996 hours
Tribal Transit Program	159	74 hours	159 x 74 hours	11,766 hours
<b>Project Management Stage</b>			11,715 hours	
Formula Program	54	55 hours	54 x 55 hours	2,970 hours
Tribal Transit Program	159	55 hours	159 x 55 hours	8,745 hours
<b>Total Section 5311 Burden</b>				<b>27,477 hours</b>

**Total Burden Hours** |26,656 (5310) + 27,477 (5311) = **54,133 hours**

**Estimated Annualized Cost to Respondents**

The cost is based on the 2025 BLS wage rate for an Urban and Regional Planner (Occupational Code 19-3051) [Occupational Employment and Wage Statistics Profiles](#)

- **Median Hourly Wage:** \$45.55 per hour
- **Hourly Rate (including 28% fringe benefits):** \$45.55 x 28% = \$58.30 per hour

Program	Total Burden Hours	Hourly Cost	Calculation	Total Cost
<b>Section 5310</b>	26,656 hours	\$58.30	26,656 x \$58.30	<b>\$ 1,554,896</b>
<b>Section 5311</b>	27,477 hours	\$58.30	27,477 x \$58.30	<b>\$ 1,601,809</b>
<b>Estimated Total Annual Cost</b>	54,133 hours	\$58.30	54,133 x \$58.30	<b>\$ 3,156,705</b>

The estimated total annualized cost to respondents for the collection of information is **\$3,156,705.90**, based on a total estimated annual burden of **54,133 hours**. This calculation utilizes the 2025 BLS median hourly wage for an Urban and Regional Planner (\$45.55 per hour), adjusted to a fully-loaded hourly rate of **\$58.30** (which includes 28% for fringe benefits). The cost for the Section 5310 program is estimated at **\$1,554,896.80** for 26,656 hours of burden, while the cost for the Section 5311 program is estimated at **\$1,601,809.10** for 27,477 hours of burden.

**13. PROVIDE AN ESTIMATE OF THE TOTAL ANNUAL COST BURDEN TO RESPONDENTS OR RECORDKEEPERS RESULTING FROM THE COLLECTION OF INFORMATION.**

There are no additional costs beyond those shown in Items 12 and 14.

**14. ESTIMATES OF ANNUALIZED COST TO THE FEDERAL GOVERNMENT**

The total estimated cost to the federal government is **\$688,655**. This cost is calculated as follows:

**Application Review**

Experience indicates that it takes approximately 17 hours to review each application received by FTA for the Sections 5310 and 5311 programs. It should be noted that this figure assumes that the applications are: 1) complete, 2) fundable and 3) non-controversial. More complex projects or programs of projects would consume additional time.

Although reviewed by several different staffers, 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. There are 517 respondents, and it generally takes 17 hours to review each application.

Therefore, 17 hours per respondent x \$66.14 x 517 respondents = **\$580,267** annually for both programs for the application stage.

**Project Management**

A review of the progress and other project management reports submitted during a year should be completed within 1 hour by the same GS-13/Step 5 program manager.

There are approximately 1,034 progress reports submitted during a year (517 respondents submitting 2 reports per year).

Therefore: 1 hour per review x \$66.14 x 1,034 = \$68,388

Additionally, approximately 20% of the TrAMS IT support contract is dedicated to system maintenance relevant to federal grant review. Given this, the costs associated with any individual review of a program that would be approximately **\$40,000** annually.

The total cost to the federal government for application and project management stages is **\$688,655** (\$580,267 application stage + \$68,388 project management stage + \$40,000 IT).

**Summary of Federal Cost Calculation**

Cost Component	Calculation	Estimated Annual Cost
<b>Application Review</b>	\$66.14/hr x 17 hrs x 517 respondents	\$580,267
<b>Project Management Review</b>	\$66.14/hr x 1 hr x 1,034 reports	\$68,388
<b>TrAMS IT Support</b>	20% of TrAMS IT contract	\$40,000
<b>Total Estimated Annual Cost</b>		<b>\$688,655</b>

15. EXPLAIN REASONS FOR ANY PROGRAM CHANGES OR ADJUSTMENTS REPORTED IN ITEMS 13 OR 14.

There are no programmatic changes to this information collection from the 2020 information collection. However, there was a decrease in the number of Section 5310 competitive applicants and a decrease in the number of Indian Tribes participating in the Tribal Transit program. In 2020 there were 523 respondents. In this information collection is a decrease of 6 respondents for a total of 517 (5310 and 5311) grantees. As a result, there is a corresponding decrease in burden hours from 54,727 to 54,133.

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

There are no plans to publish the results of this information collection.

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.

No exceptions are stated.