

In 2002 the Department conducted a Beta-test of the system. Time and cost reports gathered through discussion with 5 respondents who participated in the Beta-test indicate the information reported is collected as part of management operations. The parties completing the report were without exception the Project Directors. No clerical staff was involved. The time taken to complete the report varied from 1 to 16 hours. The average of the reported hours was 6.2 hours.

The party reporting 16 hours stated that she encountered “ubiquitous interruptions” while filling out the report. She also indicated that the time taken to complete the report would have been substantially reduced if her management records had been better organized. If her experience is treated as an exception, the hours taken to review records and fill out the form averaged 3.75 hours. The following estimates are based on a range of 4 to 6 hours. The estimated annual burden should not change from year to year.

(1) Estimated annual burden hours *per collection*.

Program Funding Year	Estimated Number of Responses	Type of Staff	Estimated Number of Burden Hours Per response	Total Estimated Number of Burden Hours
2007-2008	59	Professional	4 to 6 hrs.	236-354hrs.

This extension is to cover the last annual report the grantees will submit. Therefore there is a reduction in the burden hours from 708 to 354.

(2) Annualized costs to respondents *per collection*.

Program Funding Year	Estimated Number of Responses	Type of Staff	Estimated Number of Hours Per Response	Estimated Cost Per Hour	Total Estimated Cost
2007-2008	59	Professional	4-6 hrs.	\$25.00	\$5,900 to \$8,850

Since there will only be one collection the costs associated with this collection are reduced from \$17, 700 to \$8, 850.