

# APPENDIX K

## COST DATA COLLECTION WORKSHEET

Public reporting burden for this collection of information is estimated to average 120 minutes per respondent, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information to Eileen Pederson, U.S. Department of Labor, Employment and Training Administration, Office of Policy Development and Evaluation, Room N-5641, 200 Constitution Avenue, NW, Washington, DC 20210. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is xxxx-xxxx. Expiration Date xx/xx/20xx.

**Table 1:**

**Data Collection on Program Year Costs for the YouthBuild Evaluation**

<b>Category of Costs</b>	<b>DOL (CNCS) Funded Cost</b>	<b>Other Sources of Funds</b>	<b>Total YB Costs</b>
Staff Labor Cost (Labor and Fringe)			
Materials and Supplies			
Outside Services			
Overhead/Administrative Costs			
Value of Donations/Volunteers			
<b>Total Costs</b>			

Notes:

1. Cost data are broken out between those costs directly charged to DOL (DOL-funded cost; or CNCS-funded cost for the 17 CNCS grantees) and other funds leveraged or matched to operate the YouthBuild program. Any costs for the YouthBuild program that are charged to non-DOL (CNCS) sources of funds are captured in the "Other Sources of Funds" category. Cost data will be collected for a single program year.
2. Staff Labor Cost includes both direct labor and fringe costs. Calculation of staff labor costs is further broken down in Table 2, using the Full Time Equivalent (FTE) calculations and staff salaries to calculate costs to YouthBuild.
3. Materials and Supplies includes any costs for materials and supplies that are purchased for use in the YouthBuild program, including educational training materials, tools and other vocational training equipment or materials, and other materials and supplies. These costs are further broken down in Table 3.
4. Outside Services includes any direct costs paid to partners or outside providers for services to YouthBuild participants. This does not include in-kind contributions.
5. Overhead/Administrative Costs includes additional costs charged to YouthBuild, including rental/lease costs for building space or program equipment.
6. Value of Donations/Volunteers includes the value of any in-kind contributions made by partners or others to YouthBuild. Additionally, this includes the value of the time spent by any volunteers for the program (including AmeriCorps volunteers), as well as the value of any donated materials or land used by the program.

**Table 2:**

**Allocation of Staff Costs**

<b>Category of Service</b>	<b>Staff Salary (by individual staff providing the service)</b>	<b>FTE (percent of time staff devoted to YB)</b>	<b>Fringe Costs (percentage of salaries)</b>	<b>Total Staff Costs</b>
Educational Services				
Vocational Training				
Other Services				

**Table 3:**

**Allocation of Costs by Service**

<b>Category of Service</b>	<b>Staff Costs (incl. Fringe)</b>	<b>Materials and Supplies</b>	<b>Outside Services</b>	<b>Overhead/ Admin. Costs</b>	<b>Value of Donations/ Volunteers</b>
Educational Services					
Vocational Training					
Other Services					

**Table 4a:  
Value of Volunteers**

<b>Volunteer Hours</b>	<b>Average Wage of Volunteer</b>	<b>Volunteer Costs</b>

**Table 4b:  
Value of Donations/In-Kind Contributions**

<b>Value of Donated Materials</b>	<b>In-Kind Contributions</b>	<b>Total Volunteer Costs (from above)</b>	<b>Total Value of Donations/ Volunteers</b>

Notes:

1. Table 4a calculates the estimated value of volunteer contributions to the site, using the number of volunteer hours and an estimated average wage for those hours.
2. Table 4b asks for the value of any donated materials and any in-kind contributions (i.e., hours from a service provider that are paid by someone other than the YB program). These two are then combined with the value of volunteers (calculated in Table 4a) to arrive at a total estimate for the value of donated, contributed, or volunteer costs.