**MEMORANDUM**

**TO:** Robert Sargis, ACF Reports Clearance Officer, Office of Planning, Research and Evaluation, Administration for Children and Families

**FROM:** Elaine Stedt and Melissa Lim Brodowski, The Children’s Bureau, Administration for Children and Families

**SUBJECT**: Non-substantive Change Request to *Regional Partnership Grants National Cross-Site Evaluation and Evaluation Technical Assistance* (OMB #0970-0444)

**DATE**: January 14, 2015

The Children’s Bureau within the Administration for Children and Families of the U.S. Department of Health and Human Services seeks approval to add four additional grantee sites to an existing OMB approved information collection request entitled Regional Partnership Grants National Cross-Site Evaluation and Evaluation Technical Assistance (known as the Regional Partnership Grants Program or “RPG”) (OMB # 0970-0444). Under RPG, the Children’s Bureau issued 17 grants to organizations such as child welfare or substance abuse treatment providers or family court systems to develop interagency collaborations and integration of programs, activities, and services designed to increase well-being, improve permanency, and enhance the safety of children who are in an out-of-home placement or are at risk of being placed in out-of-home care as a result of a parent’s or caretaker’s substance abuse. In the fall of 2014, the Children’s Bureau awarded four additional grants to RPG partnerships to participate in the ongoing evaluation and technical assistance support project. The four additional grantees will assume the same data collection requirements and reporting structure as the existing cohort of 17 grantees.

Revised Estimate of Burden

Below we detail the estimate of burden and cost for the RPG evaluation previously approved by OMB (table 1) and provide a revised estimate of burden and cost (table 2). The revisions in the burden estimates take into account three main changes: (1) the addition of four grantees, bringing the total up to 21; (2) the reduction from two to only one round of site visits reducing the overall number of interviews with program directors, program managers/supervisors and frontline staff; and (3) the reduction from two to only one round of staff and partner surveys.

The total annualized cost and total annual burden hours increased overall due to the addition of four RPG3 grantees (due to item 1 above), however, the burden hours and cost per grantee lowered (due to items 2 and 3 above). The overall annualized burden hours increased by 4,133 hours, from18,852 hours to 22,985 hours. The overall annualized cost increased by $71,468, from $345,910 to $417,378. However, the per grantee annualized burden hours decreased by 14 hours, a reduction from 1,109 hours to 1,095 hours. The per grantee annualized cost decreased by $473, from $20,348 to $19,875.

The additional grantees will participate in identical data collection activities and reporting requirements and no new information will be added. In addition, the per grantee burden has slightly declined due to small reductions in data collection activities. Due to the negligible changes to burden and cost at the grantee level, the Children’s Bureau requests approval for the addition of four grantees to those 17 grantees currently in the RPG evaluation under the existing OMB approval.

Table 1. Estimate of Burden and Cost for the RPG Evaluation – TOTAL Burden Request

| Data collection activity | Number of Respondents | Number of Responses | Average Burden per Response (hours) | Total Burden Hours | Average Hourly Wage | Total Annual Burden Hours | Total Annualized Cost |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Implementation and Partnership Study** |
| Program director individual interview | 17 | 2 | 2 | 68 | $30.99 | 22.6 | $702.44 |
| Program manager/supervisor group interview | 153 | 2 | 2 | 612 | $30.99 | 204 | $6,321.96 |
| Program manager/supervisor individual interview | 102 | 2 | 1 | 204 | $30.99 | 68 | $2,107.32 |
| Frontline staff individual interview | 102 | 2 | 1 | 204 | $21.26 | 68 | $1,445.68 |
| Semi-annual progress report | 17 | 6 | 16.5 | 1,683 | $30.99 | 561 | $17,385.39 |
| Case enrollment data | 51 | 90 | 0.25 | 1,147.5 | $21.26 | 382.5 | $8,131.95 |
| Service log entries | 102 | 2,340 | 0.05 | 11,934 | $21.26 | 3,978 | $84,572.28 |
| Staff survey | 340 | 2 | 0.42 | 283.3 | $21.26 | 94.4 | $2,007.89 |
| Partner survey | 340 | 2 | 0.33 | 226.7 | $55.22 | 75.6 | $4172.18 |
| **Data Uploading for Outcomes Evaluation** |
| *Administrative Data* |  |  |  |  |  |  |  |
| Obtain access to administrative data | 17 | 3 | 42.7 | 2,175 | $38.04 | 725 | $27,579.00 |
| Report administrative data | 17 | 6 | 144 | 14,688 | $15.11 | 4,896 | $73,978.56 |
| *Standardized Instruments* |
| Review and adopt reporting templates | 17 | 1 | 8 | 136 | $15.11 | 45.3 | $684.99 |
| Enter data into local database  | 17 | 6 | 112.5 | 11,475 | $15.11 | 3,825 | $57,795.75 |
| Review records and submit electronically  | 17 | 6 | 100 | 10,200 | $15.11 | 3,400 | $51,374.00 |
| **Additional Data Entry for Impact Evaluation** |
| Data entry for comparison study sites | 7 | 1 | 217 | 1,518.9 | $15.11 | 506.3 | $7,650.19 |
| **Total** |  |  |  |  |  | 18,852 | **$345,910** |

Table 2. Revised Estimate of Burden and Cost for the RPG Evaluation – TOTAL Burden Request

| Data collection activity | Number of Respondents | Number of Responses | Average Burden per Response (hours) | Total Burden Hours | Average Hourly Wage | Total Annual Burden Hours | Total Annualized Cost |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Implementation and Partnership Study** |
| Program director individual interview | 21 | 1 | 2 | 42 | $30.99 | 14 | $433.86 |
| Program manager/supervisor group interview | 189 | 1 | 2 | 378 | $30.99 | 126 | $3,904.74 |
| Program manager/supervisor individual interview | 126 | 1 | 1 | 126 | $30.99 | 42 | $1,301.58 |
| Frontline staff individual interview | 126 | 1 | 1 | 126 | $21.26 | 42 | $892.92 |
| Semi-annual progress report | 21 | 6 | 16.5 | 2,079 | $30.99 | 693 | $21,476.07 |
| Case enrollment data | 63 | 90 | 0.25 | 1,417.5 | $21.26 | 472.5 | $10,045.35 |
| Service log entries | 126 | 2,340 | 0.05 | 14,742 | $21.26 | 4,914 | $104,471.64 |
| Staff survey | 420 | 1 | 0.42 | 175 | $21.26 | 58.33 | $1,240.17 |
| Partner survey | 420 | 1 | 0.33 | 140 | $55.22 | 46.67 | $2,576.93 |
| **Data Uploading for Outcomes Evaluation** |
| *Administrative Data* |  |  |  |  |  |  |  |
| Obtain access to administrative data | 21 | 3 | 42.7 | 2,690 | $38.04 | 896.7 | $34,110.47 |
| Report administrative data | 21 | 6 | 144 | 18,144 | $15.11 | 6,048 | $91,385.28 |
| *Standardized Instruments* |
| Review and adopt reporting templates | 21 | 1 | 8 | 168 | $15.11 | 56 | $846.16 |
| Enter data into local database  | 21 | 6 | 112.5 | 14,175 | $15.11 | 4,725 | $71,394.75 |
| Review records and submit electronically  | 21 | 6 | 100 | 12,600 | $15.11 | 4,200 | $63,462 |
| **Additional Data Entry for Impact Evaluation** |
| Data entry for comparison study sites | 9 | 1 | 217 | 1,952.9 | $15.11 | 651 | $9,835.96 |
| **Total** |  |  |  |  |  | 22,985 | **$417,378** |