

A.12. Estimates of Hour Burden Including Annualized Hourly Costs

The changes identified here for the DFC Progress Report are minimal and are not anticipated to impact the estimated time, which is approximately five hours per reporting period. To help ensure minimum reporting burden on the grantees, ongoing technical assistance is available to prepare grantees for the changes and to address problems or issues in real-time. In addition, DFC grantees will be encouraged to input data into the system on an ongoing basis in order to reduce burden at any one time. While the number of items in the CCT have been reduced, the survey is relatively extensive and some grantees collaborate with one another prior to responding. Given this, it is anticipated that the burden associated with the CCT will be approximately 3 hours per grantee (60-90 minutes each for discussion and then input). The burden estimate for the case studies in the prior OMB request was primarily associated with interviews and focus groups. Elimination of the Social Network survey will not significantly reduce time associated with case study site visits. The burden estimates for Progress Reports, the CCT, and the Case Study Interviews are presented in the table below using the 660 FY2014 grantees as number of respondents. Out of the 97 FY2014 STOP Act grantees, 75 are also DFC grantees whose core measure data is applicable to both program and adds no additional burden. For the remaining 22 STOP Act grantees who are not DFC grantees, the reporting requirement is to provide new core measure data regarding alcohol every two years.

Exhibit 1: Estimates of Hour Burden

Type of Respondents	Number of Respondents	Frequency of Response	Average Time per Response (in hours)	Total Annual Burden (in hours)
Instrument – Semi-Annual Progress Report				
DFC Grantee Program Directors ^a	660	2	5	6,600
STOP Act Grantee Program Directors ^b	22	2	5	220
Instrument – CCT (Coalition Classification Tool)				
DFC Grantee Program Directors ^c	660	1	3	1980
Case Studies – Interviews^d				
DFC Coalition Sector Members	144*	1	1.5	216
DFC Coalition Chair/Program Director	9	1	4	36
Total				9052

Note: Estimate does not include estimates for completing feedback evaluations. For the technical assistance items, grantees may participate in 1-4 webinars per year. The follow-on survey is estimated to take 5-15 minutes of time to complete (six items). For the *DFC Me* items, grantees may choose to complete the survey as many times as they wish, but it is anticipated they will take it only once. There are six items that are estimated to take a total of 5-15 minutes to complete. This could potentially add approximately 825 additional hours to the estimation should grantees should to voluntarily participate.

^aIncludes 75 STOP Act grantees who are also current DFC grantees

^bThere are currently 22 FY2014 STOP Act grantees that were prior DFC grantees but no longer have a DFC grant. These grantees are required to complete progress reports semi-annually and to enter core measures for alcohol, every two years.

^cIncludes 1 representative from each coalition completing the tool annually following discussion with others in leadership roles

^dAverage of 16 members at each of 9 case study coalitions will be interviewed or participate in focus groups. Interviews with program directors will typically last 2 hours. An additional two hours has been allocated here for the project director or an assigned coalition member to assist with setting up the site visit.

Exhibit 2: Annualized Cost to Respondents

Type of Respondents	Number of Respondents	Frequency of Response X Average Time Per Response	Hourly Wage Rate ^f	Annualized Cost to Respondents
Instrument – Semi-Annual Progress Report				
DFC Grantee Program Directors ^a	660	10	\$21.50	\$141,900
STOP Act Grantee Program Directors ^b	12	.25	\$21.50	\$64.50
Instrument: Coalition Classification Tool (CCT)				
DFC Grantee Program Directors ^a	660***	3	\$21.50	\$42,570
Case Studies – Interview Protocols				
DFC Coalition Sector Members ^c	144	1.5	\$21.50	\$4,644
DFC Coalition Chair	9	4	\$21.50	\$774
Total for DFC Coalitions				\$189,952.50
Total per DFC Coalition (excluding site visit participants)				\$287.71
Total per STOP Act grantee^e				\$5.38

^aIncludes 75 STOP Act grantees who are also current DFC grantees

^bThere are currently 22 STOP Act grantees that were prior DFC grantees but no longer have a DFC grant. These grantees are required to enter only core measures for alcohol, every two years. The estimate assumes approximately half of the STOP Act grantees will enter the data in any given year.

^cIncludes 1 representative from each coalition completing the tool annually following discussion with others in leadership roles

^dAverage of 16 members at each of 9 case study coalitions will be interviewed or participate in focus groups

^eAverage cost calculated separately for DFC and STOP Act grantees.

^fThe hourly wage represents the average hourly wage for community and social services occupations reported by the Bureau of Labor Statistics for the National Occupational Employment and Wages, May 2013

A.13. Estimate of Other Total Annual Cost Burden to Respondents or Record Keepers

There are no capital/start-up or operational/maintenance of services costs to the respondents associated with this evaluation.

A.14. Annualized Cost to the Federal Government

The first year contract cost for development/revision of the data collection system and instruments, data collection, data processing, analysis, and reporting is \$975,000. After that, the costs are reduced to an estimated \$332,000 to \$350,000 annually. In addition, one Federal employee will be involved for approximately 30% of his/her time over the five years of the project. Annual costs to the government for Federal staff to oversee and support this project are \$50,000 for each year, resulting in a total annualized cost to

the Federal government of approximately \$332,000 to \$1,000,000. Travel to provide in-person training will not exceed up to an additional \$25,000 annually (billed at actuals).

A.15. Explanation for Program Changes or Adjustments

The DFC Progress Report and the CCT are both existing tools used to collect required data from the DFC grantees. The revisions requiring OMB approval are based on input from users of the system (DFC grantees) and the data currently reported (ONDCP, SAMHSA, and National Evaluator). Based on this input, new burden estimates are necessary that more accurately reflect the effort involved in reporting required data using the system and tools. These revisions are necessary to reduce actual burden on grantees, ensure better data quality, and ultimately to support the DFC National Evaluation.