Supporting Statement for Paperwork Reduction Act Submission
Evaluation of the HUD-DOJ Pay for Success Re-Entry Permanent
Supportive Housing Demonstration
OMB # 2528-XXXX

Part A Justification

1. Explain the circumstances that make the collection of information necessary

The U.S. Departments of Housing and Urban Development (HUD) and the Department of Justice (DOJ) entered into an innovative interagency collaboration that combines DOJ's mission to promote safer communities by focusing on the reentry population with HUD's mission to end chronic homelessness. This collaboration resulted in the Pay for Success Permanent Supportive Housing Demonstration with $8.68M awarded to seven communities to develop supportive housing for persons cycling between the jail or prison systems using Pay For Success (PFS) as a funding mechanism. HUD-DOJ announced seven grantees from across the country in June 2016. The PFS Demonstration grant supports activities throughout the PFS lifecycle, including feasibility analysis, transaction structuring, and outcome evaluation and success payments, with each grantee receiving funds for different stages in the PFS lifecycle. Through the national evaluation, which is funded through an interagency agreement between HUD and DOJ and managed by HUD's Office of Policy Development and Research, HUD and DOJ seek to assess whether PFS is a viable model for scaling supportive housing to improve outcomes for a re-entry population. The main goal of the evaluation is to learn how the PFS model is implemented in diverse settings with different structures, populations, and community contexts.

The Urban Institute has designed a multi-disciplinary, multi-method process study to "learn as we do" and meet the key objectives of the formative evaluation. To understand project implementation, the evaluation includes data collection on both the time that project partners dedicate to each PFS project as well as PFS partner perceptions and interactions and community-level changes that may benefit the target population. This information collection request is for a Weekly Text Time Survey, Monthly Web-Based Time Survey, and Annual Web-Based Partnership Survey. The Weekly Text Time Survey and Monthly Web-Based Time Survey will be used to assess staff time spent on development of each PFS project throughout the different lifecycle phases and the Annual Web-Based Partnership Survey will be used to document partner perceptions and interactions and community-level changes that may benefit the target population.

Weekly Text Time Survey and Monthly Web-Based Time Survey

While the costs of PFS transactions are unknown, many stakeholders estimate them to be high. This is due, in large part, to the often-lengthy timeline for getting a PFS project through feasibility, structuring, and implementation. A large proportion of the costs incurred by PFS partners is the time spent on PFS-related tasks, which are not be recorded separately by most partner organizations. Therefore, data on time spent will be collected through a Weekly Text Time Survey, to capture the time of staff who regularly work on the PFS projects, and a Monthly Web-Based Time Survey, to capture the time of staff who work on the PFS projects on a more ad hoc basis.

Specifically, we will answer the following questions:

- How much time do partners spend on developing the PFS PSH project in each lifecycle stage? How does this vary by site?
- During each PFS lifecycle stage, which partners are spending the most time on the development of the project? What level of staff is working on the project? How does this change over time?

We will use the following data collection activities for the time survey:

- Weekly Text Time Survey of key staff at each site who regularly work on the PFS projects
- Monthly Web-Based Time Survey of some key staff at each site who can report on time spent by staff and other contractors who work on the PFS projects on a more ad hoc basis

Annual Web-Based Partnership Survey

At the center of its theory of change is that PFS acts as an instrument to bring cross-sector partners together to work collaboratively for better outcomes for a vulnerable population, and to work strategically across silos. There are many reasons a PFS project may not continue through the full lifecycle, but the process itself may still have real benefits to both the partners and the target population the project sought to serve. To understand whether the PFS projects are realizing these types of benefits, we will collect data on community changes through an Annual Web-Based Partnership Survey.

Specifically, we will answer the following questions:

- Throughout the PFS lifecycle, how do PFS partner perceptions and interactions change and how does partners' "business as usual" change in ways that benefit the target population?
- In implementation, how do PFS projects produce benefits for the target population, particularly in terms of new supportive housing units and program performance?

We will use the following data collection activities and data sources for this objective:

- Annual Web-Based Partnership Survey

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

   This is a new collection. HUD and DOJ entered into an innovative interagency collaboration that resulted in the PFS Permanent Supportive Housing Demonstration with $8.68M awarded to seven grantees in June 2016 to develop supportive housing for persons cycling between the jail or prison systems and the homeless service systems using PFS as a funding mechanism. As this interagency collaboration and demonstration is new, there has not been any prior information collected. This data collection is part of the national evaluation, managed by the Office of Policy Development and Research at HUD, that is designed to help HUD-DOJ assess whether PFS is a viable model for scaling supportive housing to improve outcomes for a re-entry population. This data collection request is for a Weekly Text Time Survey, Monthly Web-Based Time Survey, and Annual Web-Based Partnership Survey. The Weekly Text Time Survey and Monthly Web-Based Time Survey will be used to assess staff time spent on development of each PFS project throughout the different lifecycle phases and the Annual Web-Based Partnership Survey will be used to document partner perceptions and interactions and community-level changes that may benefit the target population.

   Weekly Text Time Survey and Monthly Web-Based Time Survey

   The Urban Institute will collect time data through two complementary surveys, a Weekly Text Time Survey and a Monthly Web-Based Time Survey. The surveys will be administered to project partners in a variety of roles within the organizations participating in the PFS Demonstration. The data will be used for analyses of the time spent on PFS transactions among the partners involved over the course of the PFS lifecycle.

   The Weekly Text Time Survey will ask respondents to report the number of hours they spent on PFS tasks in the previous week. It will be sent to key staff in the organizations who work regularly on PFS tasks. Launch of the Weekly Text Time Survey will be preceded by an email from the Urban Institute, requesting consent to participate in the Weekly Text Time Survey. Because of the use of texting technology, use of respondent cell phones, and frequency of data collection, active consent will be recorded through the Weekly Text Time Survey Email Invitation, Contact Information, and Confirmation of Consent (Appendix B). Only the Weekly Text Time Survey will request active consent.

   The Monthly Web-Based Time Survey will ask respondents for a summary of hours spent on PFS tasks in the previous month by staff and contractors not covered under the weekly survey who work on PFS tasks on a more ad hoc basis. It will be sent to supervisory staff who will have knowledge of the time spent by other staff.

   The lists of staff to be included in the two surveys will be determined through discussions with the PFS grantees.

   Item-by-item justification for the Weekly Text Time Survey and Monthly Web-Based Time Survey instruments (Appendices C and D) is provided in exhibits 2 and 3.

Exhibit 2: Item-by-Item Justification of Weekly Text Time Survey	
Question	Content and Justification
Appendix C, Short Message Service (SMS) Text Message, Question 1	How many hours did you spend in the last week (Monday-Friday) on tasks related to the PFS Project? The time spent on PFS tasks will be the greater part of the costs of the project, and is not otherwise consistently available. Asking less frequently of a longer time period would result in less accurate numbers from the respondents. This question, asked weekly, will allow us to produce a relatively accurate estimate of the time spent by the participants most involved with PFS tasks.

Exhibit 3: Item-by-Item Justification of Monthly Web-based Time Survey	
Question	Content and Justification
Appendix D, Monthly Supervisor Survey, Question 1	Not including the persons listed below, how many hours did staff members and independent contractors working for your organization spend in [PREVIOUS MONTH] on tasks related to the PFS Project? While the weekly survey will capture time spent by the people most active in PFS, organizations will have staff and contractors who perform occasional tasks for PFS but whose involvement is not regular enough to justify surveying weekly. Administering a monthly survey to supervisors in a position to report on estimated hours by staff members and independent contractors not covered in the weekly survey will improve the accuracy of the cost estimates, while keeping the overall burden low.

Annual Web-Based Partnership Survey

This is a new collection. Data will be collected through an online survey administered annually by the Urban Institute, for up to five years or the duration of the evaluation. The survey will be administered to partners in a variety of roles within the grantee and partner organizations participating in the PFS Demonstration. The survey will only be available for completion online. The data will be used for analyses of partner perceptions and interactions and community-level changes that may benefit the target population in each Demonstration site.

The survey will ask respondents to answer questions that:

- Assess collaboration among partners within the PFS project
- Assess collaboration among partners on shared tasks outside the PFS project
- Provide information on the use of outcome-based procurement
- Provide information on the collection and use of data outside the requirements of the PFS project

Item-by-item justification for the Annual Web-Based Partnership Survey instrument (Appendix E) is provided in exhibit 4.

EXHIBIT 4. Item-by-Item Justification of Annual Web-Based Partnership Survey Instrument	
Question(s) /	Content and justification for inclusion

Topic(s)	
I. Background Appendix E, Annual Web-Based Partnership Survey, Questions 1-6	These questions ask for the respondent's description of their organization, primary service focus, title or position within their organization, years in their position, number of PFS project meetings attended, and organizational commitment to the primary PFS outcome areas. Together, these questions provide a picture of survey respondents and their organizational focus.
II. Collaboration with partners Appendix E, Annual Web-Based Partnership Survey, Questions 7-12	The series of questions asked in this section of the survey captures respondents' perspectives on the nature, strength, and frequency of partnerships among organizations involved in the PFS project and the community's overall commitment and capacity to collaborate to serve the PFS project's target population. We ask respondents to rate the clarity of different aspects of their PFS project's goals and roles. We ask respondents to assess their community's commitment to and experience serving a chronically homeless jail reentry population. We ask how much collaboration occurs among various partners in the community that serve the PFS project's target population. We ask respondents to assess changes in collaboration among organizations serving the PFS project's target population. We ask respondents to rate a range of factors based on how problematic they are for collaboration among organizations that serve the PFS project's target population. Finally, we ask respondents to assess how often their organization engages with other partners that serve the PFS project's target population.
III. Data sharing and focus on outcomes Appendix E, Annual Web-Based Partnership Survey, Questions 13-17	The series of questions asked in this section of the survey captures respondents' perspectives on how organizations serving the PFS project's target population share data for program design and management. We ask respondents to indicate how their community shares data to identify and serve a chronically homeless jail reentry population as well as how their community uses evidence to develop and manage supportive housing programs for the target population. We ask respondents to indicate what types of client data their organizations share with other partners to improve service outcomes and how often. We ask respondents to identify the types of organizations with which they share client data. Finally, we ask whether outcome-based procurement has become more common as a financing mechanism, outside of the PFS project.
IV. Barriers to Service Provision Appendix E, Annual Web-Based Partnership Survey, Questions 18-20	The series of questions asked in this section of the survey captures respondents' perspectives on the presence of common barriers to serving the target population in their community and how well the community has addressed those barriers. We ask respondents to rate a range of potential organizational-level and population-level barriers based on how problematic they are for the target populations' access to services, including resources, regulations, and technology. Finally, we ask respondents to indicate how well the community has addressed some of the most common system-level barriers to supportive housing for a chronically homeless jail reentry population.

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.

Weekly Text Time Survey and Monthly Web-Based Time Survey
The Weekly Text Time Survey will be administered through a Short Message Service (SMS) survey. A text message will be sent to survey participants, asking for the number of hours they spent on PFS tasks in the previous week. A reminder text will automatically be sent a day later if they fail to respond. Respondents will also have the option of replying through a web survey, using Qualtrics, or to submit weekly reports via paper or spreadsheet.

The Monthly Web-Based Time Survey will be administered online using Qualtrics survey software. Stakeholders will be contacted by email and invited to take the survey. The survey is designed to be completed online accessible through multiple platforms, such as computer, tablet, and smart phone.

Annual Web-Based Partnership Survey

The survey will be administered online using Qualtrics survey software. Stakeholders will be contacted by email and invited to take the survey. An online survey was determined to be the most cost-effective method of collecting responses from the community of stakeholders. The survey is designed to be completed online accessible through multiple platforms, such as computer, tablet, and smart phone; a PDF version will be available for download for informational purposes only.

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 above.

   There have been no previous efforts to collect data from these organizations implementing PFS. The PFS Demonstration grants were awarded in June 2016, but grantee workplans were only recently approved and the PFS Demonstration evaluation was awarded in January 2017. There is currently no source of similar information. While HUD will require the PFS grantees to report out annually on grant activities, accomplishments, and financial summaries and draw downs, HUD’s reporting will not be sufficient to ascertain the actual time spent on PFS activities, by whom, and at what staff level and organization type or the partners perceptions and interactions or benefits for the target population. Since using PFS to fund permanent supportive housing is a new initiative, the national evaluation of this Demonstration requires the collection of much more detailed and nuanced information than HUD’s annual grantee reporting will provide.

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

   Our collection of information will affect all PFS grantees and their partners participating in the surveys including local/state government agencies, non-profits, and financial organizations. We will seek to minimize burden on these entities by providing clear and concise information on the purpose of our data collection via email, and by conducting all the data collection online via Qualtrics, accessible through multiple platforms, such as computer, tablet, and smart phone. Pre-testing in fall 2017 prior to administration of the surveys will help reduce the time burden by trouble-shooting technical issues before fielding. The surveys have been designed to minimize respondent burden; the Weekly Text Time Survey and Monthly Web-Based Time Survey are expected to take a very short amount of time (1.98 and 10.02 minutes, respectively) to complete and the Annual Web-Based Partnership Survey is expected to take 15 minutes to complete.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing the burden.

HUD and DOJ entered into an innovative interagency collaboration that resulted in the Pay for Success Permanent Supportive Housing Demonstration with $8.68M awarded to seven grantees in June 2016 to develop supportive housing for persons cycling between the jail or prison systems and the homeless service systems using pay for success (PFS) as a funding mechanism. This interagency collaboration and demonstration is new. If the proposed data were not collected or not collected as frequently, then HUD and DOJ would not be able meet the evaluation objectives: (1) to learn how the PFS model is implemented in diverse settings with different structures, populations, and community contexts and (2) to assess whether PFS is a viable model for scaling supportive housing to improve outcomes for a re-entry population.

Weekly Text Time Survey and Monthly Web-Based Time Survey

These surveys will be administered over the course of PFS project implementation, for up to five years or the duration of the evaluation. There is no other source for time data on PFS implementation, which is not being tracked by the participating organizations. This component of the evaluation is necessary to understand the additional costs of the PFS transactions to these organizations. Without this time information, HUD would not know the additional costs of funding permanent supportive housing through a PFS framework. Administering these surveys less frequently would affect the reliability of the data.

Annual Web-Based Partnership Survey

This survey will be administered annually, for up to five years or the duration of the evaluation. There is no other comprehensive source for this information. This component of the evaluation is necessary to understand the impact of collaboration among the participating organizations, and how those partnerships change over time. Without the partnership and community change information obtained from this survey, HUD would not know the benefits of funding permanent supportive housing through a PFS framework. Administering this survey less frequently would affect the reliability of the data.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:
   The proposed data collection activities are consistent with the guidelines set forth in 5 CFR 1320 (Controlling Paperwork Burdens on the Public). There are no special circumstances that require deviation from these guidelines.

- Under this ICR, HUD will not conduct any data collection requiring respondents to report information to the agency more often than quarterly;
- Under this ICR, HUD will not conduct any data collection requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
- Under this ICR, HUD will not conduct any data collection requiring respondents to submit more than an original and two copies of any document;
- Under this ICR, HUD will not conduct any data collection requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records, for more than three years;
- Under this ICR, HUD will not conduct any data collection in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;
- Under this ICR, HUD will not conduct any data collection requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- Under this ICR, HUD will not conduct any data collection that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- Under this ICR, HUD will not conduct any data collection requiring respondents to submit proprietary trade secrets, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

8. If applicable, provide a copy and identify the date and page number of publication in the Federal Register of the agency's notice, required by 5 CFR 1320.8(d), soliciting comments on the information collection prior to submission to OMB.

   Describe efforts to consult with persons outside the agency to obtain their views on the availability of data, frequency of collection, the clarity of instructions and recordkeeping, disclosure, or reporting format (if any), and on the data elements to be recorded, disclosed, or reported.

   The language of the 60-day notice is included in this package and was published on August 25, 2017 on pages 40586-40588. The notice period has ended and no comments were received.

   Grantees were consulted during the research design process to obtain feedback on the proposed survey processes and comments were incorporated to reduce burden on grantees and increase clarity of instructions. The Annual Web-Based Partnership Survey uses tested survey questions adapted from other survey efforts. Each survey will be tested with less than 9 respondents across sites to ensure clarity of instructions and data elements to be reported.

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

   No incentives, or other payments or gifts, will be offered to survey participants.

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy.

    Before beginning any survey, stakeholders will be provided an explanation of the purpose of the evaluation and how their responses will be used. Respondents will be told that their individual responses will be anonymous, de-identified, and will be publically reported only in the aggregate. However, they will also be told that unique roles or responses could be potentially identifying. For the Weekly Text Time Survey only, respondents will be asked to affirm their consent (Appendix B).
    The survey research instruments will be reviewed and approved by the Urban Institute's Institutional Review Board prior to initiating any research, which operates according to the Common Rule on the Protection of Human Subjects found in Title 45 of the Code of Federal Regulations, Part 46 (45 CFR 46). The information requested under this collection is protected and held private in accordance with 42 U.S.C. 1306, 20 CFR 401 and 402, 5 U.S.C.552 (Freedom of Information Act), 5 U.S.C. 552a (Privacy Act of 1974) and OMB Circular No. A-130. A Privacy Impact Assessment was approved by the Department on 11/17//2017.

    Authority to offer confidentiality is made on the basis of:

    a) Section 3(b) of the Department of Housing and Urban Development Act, as amended, 42 U.S.C. 3532, authorizes the Secretary to "conduct continuing comprehensive studies, and make available findings, with respect to the problems of housing and urban development."
    b) Section 7(r)(1) of the Department of Housing and Urban Development Act, as amended, 42 U.S.C. 3535, provides that appropriated funds "shall be available to the Secretary for evaluating and monitoring of all such programs . . . and collecting and maintaining data for such purposes." Subsection (r)(4)(a) of the act further provides that the Secretary "may provide for evaluation and monitoring under this subsection and collecting and maintaining data for such purposes directly or by grants, contracts, or interagency agreements."
    c) Section 502(g) of title V of the Housing and Urban Development Act of 1970, as amended, 12 USC 1701z-2 (g), authorizes the Secretary "to request and receive such information or data as he deems appropriate from private individuals and organizations, and from public agencies." It further provides that "[a]ny such information or data shall be used only for the purposes for which it is supplied, and

no publication shall be made by the Secretary whereby the information or data furnished by any particular person or establishment can be identified, except with the consent of such person or establishment.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior and attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to people from whom the information is requested, and any steps to be taken to obtain their consent.

    No questions of a sensitive nature will be included.

12. Provide estimates of the hour burden of the collection of information. The statement should: Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates. Consultation with a sample of potential respondents (fewer than 10) is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices. Note: If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens.

    All assumptions are reflected in the table below.

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hour Per Response	Annual Burden Hours	Hourly Cost Per Response	Annual Cost
Annual Web-Based Partnership Survey	100.00	1.00	100.00	0.25	25.00	25.92	$648.00
Weekly Time Text Survey	100.00	52.00	5,200.00	0.03	156.00	25.92	$4,043.52
Monthly Web-Based Time Survey	35.00	12.00	420.00	0.17	71.40	31.10	$2,220.54
Total.........................	235.00	....	....	....	252.40	....	$6,912.06

The Annual Web-Based Partnership Survey will be administered annually to an estimated 100 people in management roles in partner organizations participating in the PFS Demonstration. Estimate of the burden is based on 0.25 hours (15 minutes) to complete, and the estimated annual burden for the Annual Web-Based Partnership Survey is 25 hours per year.

The Weekly Time Text Survey will be administered weekly to an estimated 100 people in management roles in key project partner organizations participating in the PFS Demonstration. Estimate of the burden is based on 0.03 hours (1.98 minutes) to complete, and the estimated annual burden for the Weekly Time Text Survey is 156.00 hours per year.

The Monthly Web-Based Time Survey will be administered monthly to an estimated 35 people in supervisory roles in key project partner organizations participating in the PFS Demonstration. Estimate of the burden is based on .17 hours (10.00 minutes) to complete, and the estimated annual burden for the Monthly Web-Based Time Survey is 71.40 hours per year. The aggregate estimated time burden for the Annual Web-Based Partnership Survey, Weekly Time Text Survey, and Monthly Web-Based Time Survey is 252.40 hours per year.

The surveys will be pilot tested with no more than 9 stakeholders to improve the survey instrument. We will ask respondents to record their start and stop time to gage the appropriateness of our burden estimates.

Based on the below assumptions and tables, we calculate the annual burden hours for the study to be 252.40 hours and the annual cost to be $6,912.06 as broken down in detail by respondent type, burden, and wages below.

Based on the expectation that the typical key project partner role is either a management or support role, we estimated their cost per response using the average of the most recent (May 2016) Bureau of Labor Statistics, Occupational Employment Statistics median hourly wages for the labor categories “social and community services manager” and “community and social service specialist, all other.”

Respondent	Occupation	SOC Code	Median Hourly Wage Rate	Average (Median) Hourly Wage Rate
Key Project Partners	Social and Community Services Manager	11-9151	$31.10	$25.92
	Community and Social Service Specialists, All Other	21-1099	$20.73	
Project Supervisors	Social and Community Services Manager	11-9151	$31.10	$31.10

Source: Bureau of Labor Statistics, Occupational Employment Statistics (May 2016), https://www.bls.gov/oes/current/oes_stru.htm

All assumptions are reflected in the table below.

Information Collection	Number of Respondents	Frequency of Response	Responses Per Annum	Burden Hour per Response	Annual Burden Hours	Hourly Cost per Response	Annual Cost

Annual Web-Based Partnership Survey	100.00	1.00	100.00	0.25	25.00	25.92	$648.00
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Monthly Web-Based Time Survey	35.00	12.00	420.00	0.17	71.40	31.10	$2,220.54
Total........................	235.00	....	....	....	252.40	....	$6,912.06

13. Provide an estimate for the total annual cost burden to respondents or record-keepers resulting from the collection of information. Do NOT include the labor cost (wage equivalent) of the burden-hours described in item 12 above. The information required here corresponds to that in item 14 on the 83-I (cost to the public).

    There are no additional total annual cost burdens to respondents or record-keepers beyond the labor cost of burden-hours described in item 12 above.

14. Provide estimates of annualized costs to the Federal Government.

    The estimated cost to the federal government for the planned Annual Web-Based Partnership Survey, Weekly Time Text Survey, and the Monthly Web-Based Time Survey for the Evaluation of the Pay for Success Permanent Supportive Housing Demonstration totals $68,483.36 over a 12-month period. The data collection costs are one-time costs based on the competitively bid and awarded contract for this study.

Task 6: Data Collection			
Labor			
IDIQ Labor Category	Estimated task Hours	Hourly Rate	Total Cost
Senior Principal Associate/Scientist	72	$366.11	$26,359.92
Senior Associate	80	$237.97	$19,037.60
Senior Programmer/Analyst	80	$133.37	$10,669.60
Programmer/Analyst	64	$95.01	$6,080.64
Research Associate/Analyst	80	$58.52	$4,681.60
Other Direct Costs			
Computer Network Services			$1,500.00
Books/Periodicals/Library Services			$10.00
Reproduction @ $.095/page			$40.00
Telephone Expenses			$40.00
Postage/Delivery			$30.00
Supplies and Miscellaneous			$10.00
Inflation Factor on ODCs (excl Sub. Admin)*			$24.00

Total Expenses:	$68,483.36

15. Explain the reasons for any program changes or adjustments reported on the burden worksheet.

    This is a new program.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

    The start of data collection will be preceded by an introductory Respondent Contact Letter to respondents from HUD to explain the importance of the evaluation, participation in data collection, and the role of the Urban Institute (Appendix A).

    Weekly Text Time Survey and Monthly Web-Based Time Survey

    The Urban Institute will conduct the Weekly Text Time Survey and Monthly Web-Based Time Survey on an ongoing basis, beginning January 2018, or as soon as OMB approval is received, and ending January 2020 or at the conclusion of the period of performance.

    During the survey fielding period, the survey manager at the Urban Institute will monitor incoming data weekly to inspect for any irregularities. The research team will share monthly response rates with the sites, to encourage higher response rates, and the HUD GTR.

    To analyze the time survey data, the Urban Institute will cross walk respondent IDs to respondent labor costs and complete a simple calculation to provide PFS time costs: PFS Time Costs = hours x hourly labor cost. The labor cost estimates will be based on the most recent Bureau of Labor Statistics, Occupational Employment Statistics median hourly wages. The Urban Institute will sum time data by lifecycle stage and PFS role to provide several ways to understand and interpret the findings and the time cost of implementing a PFS permanent supportive housing model. The analyses will acknowledge the uncertainties caused by missing data, explain the methods used to improve the data, and discuss the potential impacts on the cost estimates.

    The first year of survey data will be submitted in February 2019 and analysis of the survey data will be submitted in March 2019. Findings will be discussed in annual reports and briefs and considered in relation to findings across other research objectives, beginning with the Year 2 annual report to be submitted in March 2019. A briefing for HUD will be conducted in July 2019.

    Annual Web-Based Partnership Survey

The Urban Institute will conduct the Annual Web-Based Partnership Survey on an annual basis, beginning January 2018, or as soon as OMB approval is received, and ending January 2020 or at the conclusion of the period of performance.

During the survey fielding period, progress on survey administration will be reported biweekly to HUD with production reports showing ongoing response rates. A summary will be provided upon survey completion with tables of frequencies for all survey questions.

Results from the Annual Web-Based Partnership Survey will be presented in the final report as descriptive statistics and correlations. Crosstabs of survey responses by organization type and respondent role will also be produced.

The first year of survey data will be submitted in February 2019 and analysis of the survey data will be submitted in March 2019. Findings will be discussed in annual reports and briefs and considered in relation to findings across other research objectives, beginning with the Year 2 annual report to be submitted in March 2019. A briefing for HUD will be conducted in July 2019.

17. If you are seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

    The expiration date for OMB approval will be displayed on any forms completed as part of the data collection.

18. Explain each exception to the topics of the certification statement identified in Certification for Paperwork Reduction Act Submissions.

    No exceptions are necessary for this information collection.