
Assumptions for Calculation of Burden Estimates in Table A.4

The following assumptions were used for the calculation of burden estimates in Table A.4.

1. DCI

- **Telephone interview with grantee staff on program design** (Instrument DCI-1) (burden for program staff). We will conduct one-time, one-hour interviews with one staff member from each of the 60 stage-two grantees. The annualized burden is thus 20 hours in each of three years (60 burden hours divided by 3 years).
- **Telephone or in-person interviews with grantee staff on program implementation** (Instrument DCI-2) (burden for program staff). We will conduct one-time, one-hour interviews, with up to 15 staff members from each of the 20 stage-four grantees (300 burden hours). The annualized burden is thus 100 hours in each of three years (300/3).
- **Program participant focus group** (Instrument DCI-3) (burden for program participants). We will conduct four focus groups at each of the 20 stage-four grantees, with up to 10 individuals per focus group ($4 \times 20 \times 10 = 800 / 3 = 267$ respondents each year). Focus groups will last an estimated 1½ hours each ($800 \times 1.5 = 1,200$ total burden hours), so the annualized burden is 401 hours in each of three years.

This entire DCI burden was approved in the initial ICR but none of this burden will be used until after the renewal request is approved; the total annual burden used to date equals zero.

2. DCS

- **Applicant Characteristics** (Instrument DCS-1) (burden for program applicants). Based on the average number of individuals enrolled each year by the HMRF grantees, with estimated annual enrollment of 88,613 individuals during the three year renewal period, we assume an enrollment of 41,648 individuals per year in RF programs (47 percent of grantees are RF) and an enrollment of 46,965 individuals per year in HM programs (53 percent of grantees are HM). These estimates are based on actual enrollments for the first 18 months of activity by the current cohort of HMRF grantees (July 1, 2016 through December 31, 2017) as well as projected increases in enrollment, and therefore account for both partners in RF and HM couples, youth enrollment, and enrollment of comparison group members by grantees that are conducting local evaluations. Assuming it takes 15 minutes (0.25 hours) for each

individual applicant (father, individual, or member of a couple) to complete the applicant characteristics instrument, the total annual burden for applicants to enroll into HMRF programs is 22,153 hours.

Approved burden in the initial ICR for DCS-1 (burden for program applicants) was 34,281 total annual burden hours and \$168,663 total annualized cost. Of this, we estimate that 9,199 annual burden hours and \$45,260 total annualized cost will be used by July 31, 2018 (the end of the initially approved period). This estimate is based on actual enrollment from July 1, 2016 (when grantees began using nFORM) through December 31, 2017. In the first 18 months of nFORM usage, the 38 RF and 5 ReFORM grantees enrolled 24,822 clients and 21,974 of those completed the entrance survey; it is therefore assumed that 88.5% of RF/ReFORM applicants are receiving services. In addition, in the first 18 months of nFORM usage, the 46 HM grantees enrolled 54,596 clients and 49,941 completed the entrance survey. We thus assume that 91.5% of HM applicants are receiving services. Assuming the rate of DCS-1 burden through December 31, 2017 extends through July 31, 2018 (an increase of 7 months or 39 percent), then RF/ReFORM grantees will have enrolled 34,503 applicants during the initial period ($24,822 * 1.39$) and 30,535 of those applicants will have received services. Similarly, HM grantees will have enrolled 75,888 applicants during the initial period ($54,596 * 1.39$) and 69,438 of those applicants will have received services. This totals 110,391 enrollees/respondents during the entire initial period ($34,503 + 75,888$), or 36,797 annually, compared to the approved annual estimate of 137,125 annual enrollees/respondents. Thus, the estimated annual burden used through July 31, 2018 for DCS-1 (program applicants) is equal to 36,797 annual respondents * 0.25 hours per response, or 9,199 total annual burden hours and \$45,260 total annualized cost, using the originally approved average hourly wage of \$4.92.

- **Applicant Characteristics** (burden for program staff). We assume that 3 staff per grantee conduct intake (360 staff total), and with a total of 88,613 intakes annually, each staff member conducts an average of 246 intakes annually. Assuming it takes 6 minutes (0.1 hours) to enroll each individual applicant (father, individual, or member of a couple), such as screening for intimate partner violence and collecting contact information, the total annual burden for program staff to enroll individuals into HMRF programs is 8,856 hours.

Approved annual burden in the initial ICR for DCS-1 (burden for program staff) was 13,716 total annual burden hours and

\$369,646 total annualized cost. Using the revised estimate of 36,797 annual respondents detailed above, the estimated annual burden used through July 31, 2018 for DCS-1 (program staff) is equal to 36,797 annual respondents * 0.10 hours program staff time per response, or 3,680 total annual burden hours and \$99,168 total annualized cost using the approved hourly rate of \$26.95.

- **Program Operations** (Instrument DCS-2) (burden for program staff). Grantees are required to report performance in three operational areas: (1) marketing/outreach/recruitment; (2) quality assurance and monitoring (staff qualifications, staff training, staff supervision, and direct observations of workshop facilitation); and (3) implementation challenges. We assume that one data entry worker per grantee enters these data, and that it takes 15 minutes for the first data entry and 10 minutes each quarter thereafter, for a total of 45 minutes (0.75 hours) per year per grantee. Thus, the total annual burden is estimated to be 90 hours.

Approved annual burden in the initial ICR for DCS-2 was 90 total annual burden hours and \$1,224 total annualized cost. During the initial period ending July 31, 2018, this activity occurred over 8 quarters rather than the approved 12 quarters, and by a maximum of 89 grantees rather than the approved 120 grantees. Thus, the estimated total burden hours used through July 31, 2018 is equal to 8 quarters (2 years) * 89 grantees * 0.75 hours per year, or 133.5 total hours and 45 total annual burden hours used over the initial three year period. Using the approved average hourly rate of \$13.60, this equals total annualized cost of \$605 through July 31, 2018.

- **Service Delivery Data** (Instrument DCS-3) (burden for program staff). Staff from all grantees document service delivery for performance reporting and for cross-site analyses. We assume that 88.5 percent of those in RF programs (41,648 individuals being served in the program multiplied by 0.885 = 36,858) and 91.5 percent of those in HM programs (46,965 individuals multiplied by 0.915 = 42,973) participate in some program service for a total of 79,831 individuals (estimates of participation informed by the first 18 months of client enrollment and service delivery (July 1, 2016 through December 31, 2017), projected increases during the enrollment period, and the current distribution of HM (53 percent) and RF (47 percent) grantees).

While the amount of service information recorded varies across grantees, for each individual, we assume weekly service data entry for up to 12 weeks (likely the average length of a workshop), with quarterly service updates thereafter, for a total

of 15 data entries per participant annually. Assuming each data entry will take 2 minutes (0.033 hours, rounded), it will take 0.50 hours (15 x 0.033 hours, rounded) for each of the grantees to enter each participant's service data annually. Thus, the total annual burden for entering individual-level service delivery data is 39,916 hours across (79,831 individuals annually x 0.50 hours).

We assume that up to 13 staff at each grantee (1,560 total) will have the ability to enter these data, based on the current number of staff at each grantee who have the ability to update client records. Each of these staff may enter service data for up to 156 clients, on average. Thus, the total annual burden for entering individual-level service delivery data is 39,916 hours across the estimated 120 grantees.

Approved annual burden in the initial ICR for DCS-3 was 40,680 total annual burden hours and \$553,248 total annualized cost. Using the revised enrollment and service receipt estimates for the initially approved period—described in the DCS-1 (program applicants) bullet above—we assume that 99,973 applicants (30,535 RF/ReFORM and 69,438 HM) will have received services through July 31, 2018. Using the approved assumptions of 0.50 hours per applicant and \$13.60 per hour, this equals a total burden of 49,987 hours and \$679,816 over the initial three year period. Thus, total annual burden used during the initial three year period is 16,662 annual burden hours and \$226,605 total annualized cost.

- **Pre-test/Post-test** (Instrument DCS-4) (burden for program participants). Every participant will self-administer a pre-test and a post-test during the first and last workshop session (or one month after the pretest for programs shorter than one month), respectively. We have assumed that both those who receive services and those in the comparison group complete the pre-test and post-test. Based on participation rates of individuals during the first 18 months of the current cohort of grantees, we assume that 88.5 percent of RF program applicants (41,648 individuals being served in the program multiplied by 0.885 = 36,858) and 91.5 percent of HM program applicants (46,965 individuals multiplied by 0.915 = 42,973)—or a total of 79,831 individuals annually—will complete the pretest. Based on exit survey completion rates during the first 18 months of the current cohort, we also assume that 50.9 percent of RF clients completing entrance surveys (36,858*.509=18,761), and 58.8 percent of HM clients completing entrance surveys (42,973*.588=25,268)—or a total of 44,029 individuals—will complete the post-test annually. This results in a total of 123,860 annual administrations (79,831 pre-test + 44,029

post-test). We assume each pre- and post-test will take 25 minutes (0.42 hours), for a total estimated burden of 52,021 hours (33,529 hours for pre-tests, and 18,492 hours for post-tests).

Approved annual burden in the initial ICR for DCS-4 (program participants) was 46,904 total annual burden hours and \$230,767 total annualized cost for the pretest, and 37,855 total annual burden hours and \$186,246 total annualized cost for the posttest. As described above, we assume that 99,973 applicants (30,535 RF/ReFORM and 69,438 HM) will have received services and completed the pretest through July 31, 2018. Using the approved average burden per response of 0.42 hours and the average hourly wage of \$4.92, this equals 41,989 hours and \$206,584 across the original three year period. Thus, the pretest total annual burden used during the initial three year period is 13,996 total annual burden hours and \$68,861 total annualized cost.

Using actual survey completion rates described above, we assume that 50.9 percent of RF clients and 58.8 percent of HM clients who complete the pretest will complete the post test. For the initial three year period this equals 56,372 clients completing the posttest [(30,535 * .509 RF = 15,542) + (69,438 * .588 HM = 40,830)]. Using the approved average burden per response of 0.42 hours and the average hourly wage of \$4.92, this equals 23,676 hours and \$116,486 across the original three year period. Thus, the posttest total annual burden used during the initial three year period is 7,892 total annual burden hours and \$38,829 total annualized cost.

- **Pre-test/Post-test** (Instruments DCS-4HM and DCS-4RF) (burden for program staff). We have assumed that a small number of grantees (5 each of RF/ReFORM and HM, for a total of 10 grantees, or 8.3 percent of a projected 120 grantees) are not able to administer the applicant characteristics instrument, pretest, or post-test using nFORM. Using the same rates of completion as described above, this results in annual estimated data entry for 8,073 RF respondents ((41,648 completing applicant characteristics + 36,858 completing pre-test + 18,761 completing post-test)=97,267*.083=8,073) and 9,562 HM respondents ((46,965 applicants + 42,973 completing pre-test + 25,268 completing post-test)=115,206*.083=9,562). This totals 25,708(8,073 RF + 9,562 HM) respondents. Those grantees need to collect the data on paper and then a staff person enters it manually into nFORM. We assume that this process takes 6 minutes per instrument (applicant characteristics, pre-test, and post-test) and that each grantee has two data entry staff (each staff entering data

on 1,285 participants or 25,708/20). The estimated total annual burden is 7,710 hours.

Approved annual burden in the initial ICR for DCS-4 (program staff entry from paper) was 5,083 total annual burden hours and \$69,129 total annualized cost. As described above, an estimated 266,736 RF and HM applicants will have completed surveys through July 31, 2018 (110,391 applicant characteristics; 99,973 pretest; 56,372 posttest). Assuming that 8.3 percent of these surveys were completed on paper and required staff to spend 6 minutes (0.10 hours) per survey data entering them into nFORM, then 22,139 surveys will have been data entered by July 31, 2018 with 2,214 total burden hours across the original three year period. Thus, total annual burden used during the initial three year period is 738 total annual burden hours and \$10,037 total annualized cost, using the approved average hourly wage of \$13.60.

- **Semi-annual Program Performance Report (PPR)** (Instruments DCS-5HM and DCS-5RF) (burden for program staff). Grantees will also be required to report on a subset of the DCS performance measures twice per year for the semi-annual submission of their PPRs, as well as provide narrative updates on activities, accomplishments, and challenges. The quantitative summary of performance measures will be generated by nFORM. We assume that one data entry worker per grantee will require an average of 3 hours twice a year to prepare the semi-annual report. The total estimated burden is thus 720 hours.

Approved annual burden in the initial ICR for DCS-5 was 720 total annual burden hours and \$22,752 total annualized cost. During the initial period ending July 31, 2018, this activity will have occurred for 4 quarters rather than the approved 6 quarters, and by a maximum of 89 grantees rather than the approved 120 grantees. Thus, the estimated total burden hours used through July 31, 2018 is equal to 4 quarters * 89 grantees * 3 hours per quarter, or 1,068 total hours and 356 total annual burden hours used over the initial three year period. Using the approved average hourly rate of \$31.60, this equals total annualized cost of \$11,250 through July 31, 2018.

- **Quarterly Performance Report** (Instruments DCS-6HM and DCS-6RF) (burden for program staff). Grantees will be required to report on a small subset of the DCS performance measures twice per year. The quantitative summary of performance measures will be generated by nFORM. Grantees will also need to provide a narrative on activities and context for the performance measures. We assume that one data entry worker per grantee will require an

average of one hour twice a year to prepare the semi-annual report. The total estimated burden is thus 240 hours.

Approved annual burden in the initial ICR for DCS-6 was 240 total annual burden hours and \$3,264 total annualized cost. During the initial period ending July 31, 2018, this activity will have occurred for 4 quarters rather than the approved 6 quarters, and by a maximum of 89 grantees rather than the approved 120 grantees. Thus, the estimated total burden hours used through July 31, 2018 is equal to 4 quarters * 89 grantees * 1 hour per quarter, or 356 total hours and 119 total annual burden hours used over the initial three year period. Using the approved average hourly rate of \$13.60, this equals total annualized cost of \$1,618 through July 31, 2018.

Table F.1 summarizes the originally approved total annual burden hours and total annualized cost for each instrument, indicating that of the originally approved 180,090 annual burden hours and \$1,610,705 total annualized cost, we estimate that 52,687 annual burden hours and \$495,825 total annualized cost will have been used through July 31, 2018. Of the originally approved burden, 127,403 total annual burden hours (382,209 total burden hours), and \$1,108,472 total annualized cost (\$3,325,416 total cost) remain unused.

Table F.1. Estimates of FaMLE Cross-site Burden Used in Initial Approval Period

Activity, by Respondent ^a	Total Annual Burden Hours (Approved)	Total Annualized Cost (Approved)	Total Annual Burden Hours (Used)	Total Annualized Cost (Used)
DCI-1: Topic Guide on Program Design	20	\$632	0	0
DCI-2: Topic Guide on Program Implementation	100	\$3,160	0	0
DCI-3: Focus group Protocol	401	\$1,972	0	0
DCS-1: Applicant Characteristics				
Program applicants	34,281	\$168,663	9,199	\$45,260
Program staff	13,716	\$369,646	3,680	\$99,168
DCS-2: Grantee Program Operations	90	\$1,224	45	\$605
DCS-3: Service Receipt in MIS	40,680	\$553,248	16,662	\$226,605
DCS 4: SAQ Pre-Test and Post-Test				
Program participants (pre-test)	46,904	\$230,767	13,996	\$68,861
Program participants	37,855	\$186,246	7,892	\$38,829

Activity, by Respondent ^a	Total Annual Burden Hours (Approved)	Total Annualized Cost (Approved)	Total Annual Burden Hours (Used)	Total Annualized Cost (Used)
(post-test)				
Program staff (entry from paper)	5,083	\$69,129	738	\$10,037
DCS-5: Semi-annual Progress Report	720	\$22,752	356	\$11,250
DCS-6: Quarterly Performance Report	240	\$3,264	119	\$1,618
Total	180,090	\$1,610,705	52,687	\$502,233

^aDCI is data collection by contractor; DCS is data collection by grantees.