

Part A: Supporting Statement for Paperwork Reduction Act Submission: Site Visits and Tracking

Overview

The U. S. Department of Labor (DOL) contracted with Abt Associates (in partnership with MDRC) to conduct an evaluation of the Cascades Job Corps College and Career Academy Pilot program. As required under the Paperwork Reduction Act, DOL is seeking approval from the Office of Management and Budget (OMB) for data collection instruments associated with the evaluation. The Job Corps program is the Federal government's largest investment in residential job training for disadvantaged youth. The pilot program will test innovative and promising models that could improve outcomes for students, particularly youth, ages 16-21. The evaluation, funded by the DOL Chief Evaluation Office, will use multiple approaches including an impact study and implementation analysis of the Cascades Job Corps College and Career Academy (CCCA) pilot program.

OMB approved initial data collection activities for the CCCA Evaluation under OMB control number 1290-0012 (approved on February 6, 2017). Those approved data collection activities included the baseline information form to support the impact study, tracking data to support the planned 18-month follow-up survey, and stakeholder interview and student focus groups to support the implementation study. A second OMB submission seeking clearance for the 18-month follow-up survey was approved on June 21, 2019 (OMB control number 1290-0023). This current submission seeks approval to renew the previously approved information collection request (OMB control number 1290-0012), in order to allow for continued data collection through the participant tracking effort and to conduct additional implementation site visits using slightly modified protocols.

A.1: Necessity for the Data Collection

The Job Corps program is authorized by the Workforce Innovation and Opportunity Act (WIOA) of 2016 (P.L. 113-128). The Consolidated Appropriations Act in 2016 (P.L. 114-113) appropriated about \$1.7 billion to fund Job Corps for Program Year 2016. The program aims to address the multiple barriers to employment faced by low-income youth ages 16-24 throughout the United States. Research has shown that while the program increases education and earnings of students, it is more beneficial for youth over age 20 than for younger students (Schochet, Burghardt, and McConnell, 2008).

29 USC 3224a (1), authorizes the Secretary of Labor to conduct ongoing evaluation of programs and activities to improve the management and effectiveness of these programs. CEO undertakes a learning agenda process each year to identify Departmental priorities for program evaluations.

To strengthen the program, DOL has committed to using Job Corps' demonstration authority to begin the process of testing and evaluating innovative and promising models that could improve outcomes for these youth. As such, the contract to operate the CCCA pilot (DOL-ETA-16-H-0010) required participation in an independent, third-party evaluation. These evaluation activities will assist DOL in identifying evidence-based strategies that are the most promising for Job Corps students. The strategies tested by this evaluation will be those implemented by the CCCA contractor and will likely include career pathways frameworks, standards-based instruction, and sectoral training.

This evaluation is designed to answer research questions such as the following:

- How were the components of the pilot program operationalized and the program implemented? (e.g.: How were youth recruited and screened for the program? How did staff interact with students, and how were students involved in the operations of the CCCA pilot program? What factors influenced program implementation? What challenges did the program face in implementation and how were those challenges overcome? What implementation practices appear promising for replication?)
- How do the services at the CCCA compare to those delivered at non-pilot Job Corps centers?
- What impact did CCCA have on education, employment, and earnings outcomes?
- Does CCCA improve critical social-emotional skills, such as self-efficacy, future orientation, and reaction to challenges?
- What strategies or program components appear promising?

The research design is a randomized controlled trial with assignment to either a treatment or control group. Treatment group members will be offered a slot at the CCCA Job Corps center. Control group members will not be offered a slot at CCCA, but will also not be prevented from enrolling in other available training programs, including at other Job Corps centers.

This configuration – a comparison of access to the focal program’s services to access to other services – is a common design for random assignment studies of training programs. It is also one that answers the relevant policy question: *Do the services delivered in the CCCA pilot program improve student outcomes relative to existing Job Corps and non-Job Corps program services available in the area?*

Through the Job Corps application and admission process to the CCCA center, random assignment of individuals to the treatment or control group occurred for approximately two and a half years from the time we received OMB approval in February 2017 through June 2019. A total of 1,155 participants were enrolled into the study (Exhibit A.1).

Exhibit A.1: Size of Study Groups

Services Offered to Participants	Treatment Group Members	Control Group Members
CCCA	654	0
Not CCCA	0	501
Total	654	501

During the evaluation intake and enrollment period, all persons who applied for the program and were determined to be eligible were told about the study (including random assignment) and asked to sign a form confirming they have been informed about and understand the study. Since many of the (prospective) students were minors, both parental consent and youth assent were required in those cases.

Everyone who consented to participate was asked to complete the Baseline Information Form (BIF) which was accessible on-line through the Participant Data System (PDS) – the web-based system that was custom-built for the study. Job Corps staff then used the PDS to randomly assign each participant to either the treatment or control group, notify the individual of his or her assignment, and complete various next steps tailored to the individual enrollees based on their group assignment.

To address the research questions listed above, the evaluation of the CCCA pilot will include the following data collection activities:

1. Baseline data (for treatment and control group members) (**clearance already received**)

2. Implementation site visits including two rounds of site visits to CCCA (**clearance already received**) and one additional site visit to CCCA and two site visits to non-CCCA Job Corps centers (**clearance requested in this package**)
3. Follow-up tracking forms to collect updated contact information (for treatment and control group members) (**clearance requested in this package**)
4. An 18-month follow-up survey (for treatment and control group members) (**clearance already received**)
5. Existing administrative data from the Job Corps Management Information System(s), including the Administrative data from CCCA
6. Other administrative data from the National Student Clearinghouse (NSC) and the National Directory of New Hires (NDNH)¹ (for treatment and control group members)

With the submission of this justification, DOL's Chief Evaluation Office (CEO) requests clearance for the second and third data collection components listed above (i.e., the additional implementation site visits and continuation of the follow-up tracking forms). The first and fourth components have already received OMB approval (OMB control number 1290-0023). An extension is necessary to continue the follow-up survey and collection of information to support the survey. The fifth and sixth components are all existing administrative data and their use greatly reduces the response burden on study participants by decreasing the length of the baseline and 18-month follow-up surveys.

To understand how CCCA differs from the regular Job Corps model and to aid in interpretation of impact study findings, we request approval to conduct site visits to two non-CCCA ("traditional") Job Corps centers and an additional site visit to CCCA.

A.2: Purpose and Users of Information

In February 2017, DOL's Chief Evaluation Office received approval to collect: 1) baseline data to allow for future locating of participants and inform the subsequent analysis; 2) qualitative data through monitoring and implementation site visits, and; 3) updated contact information for study participants through periodic follow-up tracking activities. The site visit interview protocols and follow-up tracking form are described in detail below, along with how, by whom, and for what purposes the information collected will be used. This request for clearance seeks approval for an extension of the follow-up tracking activities (item 3 above) and approval to increase burden to allow for completion of three additional implementation site visits (item 2 above).

Baseline and tracking data was collected from everyone who was determined eligible and signed consent to participate in the study. The informed consent form was administered to all eligible individuals who applied to CCCA. Job Corps staff either asked the applicant (and for minors, their parent) to read the form, or read the form to the applicant before answering any questions. The consent form ensured that the potential study participant (and for minors, their parent) was fully informed about the study, including random assignment, data collection, and privacy of the data. It ensured that all key parties were fully

¹ The primary purpose of the NDNH, operated by the Office of Child Support Enforcement (OCSE), Agency for Children and Families, HHS is to assist state child support agencies in locating parents and enforcing child support orders; however, Congress has authorized specific state and Federal agencies to receive information from the NDNH for authorized purposes. <http://www.acf.hhs.gov/programs/css/resource/a-guide-to-the-national-directory-of-new-hires>

aware in advance of the participation requirements of the study and knew that they have the option to decline to participate or drop out at any time.

For those study participants who were minors at the time of enrollment, their parent or legal guardian was required to give consent to participate, and the minor was asked to complete a youth assent form. All study participants who were not legal minors were themselves required to give consent.

Follow-up Tracking Form

The follow-up tracking form, which is included in this package, is being provided to all study participants who enrolled through December 31, 2018. Study participants enrolled after this date will be followed using administrative data, but will not be surveyed. There is thus no need to send them a follow-up tracking form. Those in the survey sample will be tracked through a variety of methods:

- A hard-copy form will be sent *twice* to each study participant via U.S. Postal Service mail; included in the mailing will be an introductory letter (see first page of the tracking form included in this package) and an addressed, stamped return envelope.
- A postcard will be sent *one time* to each study participant via U.S. Postal Service mail; this postcard (which is included in this package) will include both a web address via which study participants can securely access and submit the tracking form, as well as a toll-free telephone number that study participants can call to complete the tracking form verbally over the phone.

All study participants will be provided with a unique study PIN upon entry into the study. Participants will use this PIN to access the web-based form and/or when they call the telephone number. The web-based form will be hosted on a secure website, which will only be accessible to evaluation team members who are currently working on the project.

- Text messages and email messages will be sent to each study participant who provided permission to do so (via the BIF) *three times* (two email messages and one text message); these short messages will include a link to the web-based tracking form (same link as provided in the postcard).

Respondents to the tracking efforts will be provided with a \$2 thank you incentive for each response. This incentive and the proposed methods for collecting updated contact/tracking information have proven to be effective in increasing response rates for the follow-up survey of sample members, which will be included in a subsequent OMB package.

Discussion Guides for Implementation Site Visits

The research team conducting site visits for the implementation sub-study will use interview protocols to guide conversations with key informants. These guides are included in this package. The information collected through these interviews, observations and focus groups will be used to describe how the CCCA operated and compare CCCA operations to traditional Job Corps centers. These site visit activities will allow the research team to document what services were actually in place, what were some of the challenges of operating this model, and how the program addressed these challenges.

A.3: Improved Information Technology to Reduce Burden

Study participants will have the option of completing the tracking efforts using an online form, paper form returned via USPS, or over the telephone. The online form option reduces the burden of data

collection and enhance data quality by allowing participants to view their current contact information and provide updates rather than enter it anew, thus minimizing data entry burden placed on study participants.

A.4: Efforts to Identify Duplication

To document the information collected from Job Corps staff during site visits, we have designed the protocols to complement information provided by the CCCA contractor in its application, contract, and annual reports. There should be no adverse impact for Job Corps staff participating in the study.

A.5: Involvement of Small Organizations

The evaluation of the pilot program will impose no burden on this sector of the economy.

A.6: Consequences of Not Collecting the Data

This is a one-time data collection activity, and the data collection plan described here will be a first step in allowing the research team to generate precise, unbiased estimates of the impacts of the pilot program's services. In addition, the data will provide the inputs needed to describe how the individual components of the CCCA program were implemented including the initial design, challenges encountered and perceived quality.

Given that the target respondents are at a life stage when they are likely to relocate for employment and/or continued education, ongoing tracking increases the likelihood that we will be able to reach respondents at the end of the 18-month follow-up period in order to conduct the survey. (OMB control number 1290-0023). Increased response rates and thus sample sizes will allow for the evaluation to more reliably detect program impacts.

Site visits are critical to the impact and implementation study. The visits will allow the research team to monitor the evaluation, document the CCCA pilot program as implemented, and better compare and contrast the CCCA pilot program and two non-pilot Job Corps Center programs. This information provides a valuable context for presenting and interpreting the findings from the impact study. Without the site visits, the evaluation team would not be able to adequately characterize the nature of the program changes brought about in the pilot program, nor compare the changes to the standard set of services offered at non-pilot Job Corps centers. This inability to describe changes resulting from the pilot would reduce the ability to discuss the differences between CCCA and other sites in the study. Without this information, the team could still report on the impacts of the CCCA pilot, however the broader utility of the data would be limited. Specifically, the study would lack the operational insight need to fully replicate a successful model or avoid challenges faced by CCCA practitioners.

The three additional implementation visits, one at CCCA and two at non-CCCA Job Corps centers, will enhance the ability of the evaluation to understand and document (a) the extent to which CCCA operates differently than select non-pilot Job Corps centers, and (b) the differences in services received by the treatment group members versus control group members who choose to attend another Job Corps center. Adding these site visits and analyzing the resulting information would greatly improve DOL's ability to use the CCCA evaluation results for future planning and programming. The additional visits will facilitate understanding and interpretation of impact estimates by collecting richer information about how the CCCA services differ or not from those of the other Job Corps centers. The visits will also enhance the ability of other Job Corps centers or other training providers to implement components of the Cascades

model. The richer description of the various CCCA components that would be obtained from the additional site visits to CCCA, as well as the non-pilot centers, would offer other operators a more detailed description of the innovative components and how they work together.

While this is a one-time data collection for each respondent, participants are enrolled on a rolling basis, so we would still need a three-year clearance.

A.7: Special Circumstances

There are no special circumstances for the proposed data collection.

A.8: FRN and Consultation

Federal Register Notice and Comments

In accordance with the Paperwork Reduction Act of 1995 (P.L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), DOL published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection activity. This notice was published on Wednesday, October 23, 2019, 84 FR 56841, and provided a 60 day period for public comment. During the notice and comment period, the government did not receive any substantive comment or request for copies of the instrument.

Consultation with Experts

The following people were consulted in developing the design, the data collection plan, and the forms for which clearance is requested.

Abt Associates

Mr. Jacob Klerman	(617) 520-2613
Ms. Julie Williams	(301) 347-5657
Dr. Jane Leber Herr	(617) 520-3042

MDRC

Dr. Jean Grossman	(609) 258-6974
-------------------	----------------

We have also assembled a technical working group consisting of three experts in the following areas: (1) experience with Job Corps and/or disconnected youth; (2) experience with workforce development and job training; (3) random assignment evaluation; and (4) survey methods. These experts, listed below, reviewed and commented on the evaluation study design and data collection procedures.

Technical Working Group

- Peter Schochet, Mathematica Policy Research
- Grace Kilbane, Executive Director Cleveland/Cuyahoga County Workforce Investment Board (former National Director of Job Corps)
- Carlos Flores, Cal Poly San Luis Obispo

Consultation with Representatives of Grantees

The evaluation team consulted with the representatives of the Office of Job Corps (OJC) within DOL. OJC administers the Job Corps program and is in contact with the operator for the CCCA site. The evaluation team also attended a kickoff meeting for the CCCA pilot contractor and delivered a presentation to inform them about the evaluation and offer them the opportunity to ask questions.

A.9: Payment of Respondents

Respondents to the tracking efforts will be provided with a \$2 thank you incentive for each response. Providing this small incentive for responses to the tracking efforts has proven to be effective in encouraging sample members to submit updates to their contact information. In turn, collecting this updated contact information has been proven effective in increasing response rates for the follow-up survey of sample members (which will be included in a subsequent OMB package).

No payments to respondents are involved in the collection of qualitative data through the site visit discussion guides.

A.10: Privacy of Respondents

Respondent privacy will be protected to the extent allowed by law. DOL recognizes that the Job Corps serves vulnerable populations, and that centers must protect study participants from any risks of harm from evaluation activities. Accordingly, all evaluation staff have signed a privacy/non-disclosure agreement. Moreover, the CCCA evaluation obtained informed consent from all study participants. Administering a consent form ensured that all participants understood the nature of the research and data collection. The informed consent form was administered directly to participants 18 years of age or over; for participants under 18, a parental consent form was administered to the parent or legal guardian and a youth assent form was administered to the participant (these forms were approved under OMB control number 1290-0012).

As a part of informed consent, the following rationale for data collection and privacy assurances were provided to study participants:

- Research is being conducted to test innovative adjustments to the Job Corps program model. This program and research are funded by the U.S. Department of Labor.
- The program will collect some personal information from them, such as their name, date of birth, Social Security Number, and contact information. The researchers studying the program for the government need this information. All of the information collected about the students for the program or for the evaluation will be kept completely private to the extent allowed by law, and no one's name will ever appear in any report or discussion of the evaluation results.
- As part of the study, we will inform participants that the researchers will contact them a few times over the next two to five years for contact information updates and for one or more follow-up surveys to ask questions about educational progress, work, and other topics. We will inform them that they can refuse to participate in the interviews or to answer any specific question(s).
- Researchers and program staff using the information collected will take strong actions to protect their information.

The informed consent forms (i.e., the informed consent for applicants 18 years of age or over, the parental informed consent for applicants under 18 years of age, and the youth assent for applicants under 18 years of age) were submitted to and reviewed by Abt Associates' Institutional Review Board (IRB). The IRB also reviewed the random assignment procedures and information provided to potential study participants. Enrollment of individuals into the study did not occur until IRB approval was received. In addition, after receipt of IRB approval, Abt Associates was issued a Certificate of Confidentiality from the National Institutes of Health.

The follow-up tracking data will be collected via a secure website, phone calls, or through the U.S. Postal Service. Study participants may choose through which method(s) they respond. No sensitive PII will be collected on the tracking form: the form includes name, address, and phone number.

To protect the privacy of key informants interviewed on site, all hard copies of site visitor notes will be stored in a locked file cabinet when not in use. Electronic versions of site visitor notes will be stored on a secure server. Access to this drive will be limited to research staff members who are working on the project and have signed a privacy/non-disclosure agreement.

DOL is planning to produce a Public Use File (PUF) at the end of the evaluation contract that will include data collected from the BIF and 18-month survey. PII will be removed, and appropriate measures will be undertaken to reduce the risk of re-identification. The PUF will contain administrative data from the Job Corps MIS and the CCCA MIS but will not contain any administrative data from other sources.

A.11: Sensitive Questions

The follow-up tracking data and site visit interview protocols do not include sensitive questions.

A.12: Estimation of Information Collection Burden

The evaluators estimate that completion of each follow-up tracking form will take about 6 minutes. The estimated burden associated with completion of the tracking form assumes that 25% of study participants will respond to each of the six tracking attempts. This 25% response rate to six tracking attempts equates to $(6 * 0.25) = 1.5$ average responses per respondent.

Exhibit A.12.1 also shows the estimated burden on program staff and partners participating in key informant interviews for the implementation study. Evaluation team members will interview up to a total of 35 staff across both the CCCA center and two traditional Job Corps centers. The staff members will be chosen based on their job title and responsibilities. Most interviews will take approximately 1.0 to 1.5 hours.

Twelve interview protocols are to be used in support of the implementation site visits. Under the expanded effort, the study team will conduct an additional visit to CCCA and two visits to traditional Job Corps centers. These site visits are in addition to the two visits to the CCCA center already approved (under OMB control number 1290-0012). The expanded effort at traditional Job Corps centers will include twenty-two additional interviews and four additional focus groups of approximately ten students each. The expanded effort at CCCA will include thirteen additional interviews and two additional focus groups of approximately ten students each. Students in the Healthcare and Information Technology tracks will be placed in separate focus groups to allow the researchers to delve into greater depth about each of the separate program offerings.

The expected response rate by the centers is 100 percent. Participation in evaluation activities on the part of the CCCA contractor is required as a condition of their contract. We anticipate that other Job Corps centers will also participate in requested qualitative data collection. The primary contact at the CCCA and other Job corps centers will assist the research team to identify appropriate contacts at the centers and schedule interviews approximately one month prior to the visit. The time allowed for each interview may vary based on respondents' knowledge, but we expect to stay close to the average based on previous experience with similar site visits. Total projected annual burden across respondents for the site visits is 65 hours.

Exhibit A.12.1: Estimated Annualized Respondent Burden Hours

Type of Instrument (Form/Activity)	Number of Respondents	Number of Responses per Respondent	TOTAL Number of Responses	Average Burden Time per Response (hours)	Estimated Burden Hours	Hourly Rate	Monetized Value of Respondent Time
Interview Protocol – Center Director (Center Overview)	1 ¹	1	1	1	1	\$45.36 ⁸	\$45.36
Interview Protocol - Community Culture, Student Support Systems, Student Rewards & Recognitions, and Disciplinary Policies	1 ¹	1	1	1	1	\$45.36 ⁸	\$45.36
Interview Protocol – Education & Training Services Overview	1 ¹	1	1	1	1	\$45.36 ⁸	\$45.36
Interview Protocol – Education & Training Planning & Counseling Services Overview	1 ¹	1	1	1	1	\$45.36 ⁸	\$45.36
Interview Protocol – High School, High School Equivalency, Basic Education, and Education & Training Support Services Overview	1 ¹	1	1	1	1	\$45.36 ⁸	\$45.36
Interview Protocol – Trade/ Pathway Managers or Supervisors (IT and Healthcare Trade/ Pathway Overview)	2 ²	1	2	1	2	\$45.36 ⁸	\$90.72
Interview Protocol – College Services Overview	1 ¹	1	1	1	1	\$45.36 ⁸	\$45.36
Interview Protocol - Non-Cognitive Social and Workplace Skills Development Services	1 ¹	1	1	1	1	\$45.36 ⁸	\$45.36

Type of Instrument (Form/Activity)	Number of Respondents	Number of Responses per Respondent	TOTAL Number of Responses	Average Burden Time per Response (hours)	Estimated Burden Hours	Hourly Rate	Monetized Value of Respondent Time
Overview							
Interview Protocol - Recruitment, Admissions, and Intake Services Overview	1 ¹	1	1	1	1	\$45.36 ⁸	\$45.36
Interview Protocol – Career Transition Readiness, Career Transition Services, Internship, and/or other Placement Services Overview	3 ³	1	3	1	3	\$45.36 ⁸	\$136.08
Interview Protocol – Employer/ Service Provider Partners	2 ⁴	1	2	0.5	1	\$54.47 ⁹	\$54.47
Interview Protocol – Traditional Center Student Focus Groups	20 ⁵	1	20	1	20	\$7.25 ⁷	\$145.00
Follow-up Tracking Form	20 ⁶	1.5	310	0.1	31	\$7.25 ⁷	\$224.75
Total	242		345		65		\$1,013.90

¹ Assumes 1 interview at CCCA and 1 interview at each of 2 different Traditional JC Centers (for a total of 3 interviews) of one hour each, over the three-year clearance period.

² Assumes approximately 2 interviews at CCCA and 2 interviews at 2 different Traditional JC Centers (for a total of 6 interviews) of one hour each, over the three-year clearance period.

³ Assumes approximately 3 interviews at CCCA and 3 interviews at 2 different Traditional JC Centers (for a total of 9 interviews) of one hour each, over the three-year clearance period.

⁴ Assumes approximately 2 interviews at CCCA and 2 interviews at 2 different Traditional JC Centers (for a total of 6 interviews) of a half-hour each, over the three-year clearance period.

⁵ Assumes 10 students per focus group, with 2 focus groups (one group of 10 for Health track and one group of 10 for IT track) at each of 3 sites (CCCA and 2 different Traditional JC Centers) for a total of 60 students over the three-year clearance period.

⁶ Total sample size for follow-up tracking is 620 study participants over the three-year clearance period.

A.13: Cost Burden to Respondents or Record Keepers

There are no capital and start-up costs borne by respondents for this information collection. There are no costs to respondents associated with operation, maintenance, or the purchase of services.

A.14: Estimate of Cost to the Federal Government

The information collection activity and associated instruments have been developed by the evaluation contractor, Abt Associates, in performance of Contract Number: DOLQ129633231. The Chief Evaluation Office is funding the costs of the study.

The estimated annualized cost to the Federal government is \$84,428. The estimated total cost to the Federal government is \$253,288. This cost estimate is comprised of two components:

1. The estimated total cost to the Federal government for the contractor to carry out the tasks for which this justification seeks approval is \$193,989. This is comprised of \$21,500 for the extension of follow-on tracking and \$172,489 for the additional site visits and data collection. Annualized over three years, the estimated annual cost is \$64,663.²
2. DOL expects the annual level of effort for Federal government technical staff to oversee the contract will require 200 hours for one Washington D.C.-based 1 GS-14, Step 4 employee earning \$61.77 per hour.³ To account for fringe benefits and other overhead costs the agency applies a multiplication factor of 1.6. Thus, the estimated annual cost borne by DOL for these duties is \$19,766.⁴ The data collection period covered by this justification is three years, so the estimated total cost for performance of these duties is \$59,299.

A.15: Change in Burden

In February 2017, OMB approved the following information collections:

- Follow-up Tracking Form
- Interview Protocol – Academy Director, College and Career Dean, and College Preparation Manager
- Interview Protocol – Admission and Placement Director and Placement Officer
- Interview Protocol – IT Pathway Manager and Healthcare Pathway Manager
- Interview Protocol – Social Development Director
- Interview Protocol – Skagit Valley College Liaison and Sedro-Wooley School District Liaison
- Interview Protocol – Employer Calls
- Interview Protocol – Other Center Directors
- Interview Protocol – Student Focus Group

Based on written and oral comments of members of the project's Technical Working Group (TWG; see section A.8) at its August 2017 meeting, the Department modified the evaluation contract by adding three additional implementation site visits to the evaluation contract, to be conducted at two non-CCCA Job Corps centers and an additional site visit to CCCA. This submission therefore requests (1) an extension of follow-up tracking efforts and (2) a modest increase in site visit burden for the three additional implementation site visits.

Fielding of the follow-up tracking form will enable the evaluation team to increase response rates to the 18-month follow-up survey (approved under OMB control number 1290-0023). Increased response rates and thus sample sizes will allow for the evaluation to more reliably detect program impacts.

² $(\$21,500+\$172,489)/3=\$64,663$

³ See Office of Personnel Management 2019 Hourly Salary Table: https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2019/DCB_h.pdf

⁴ $200 \times \$61.77 \times 1.6 = \$19,766.40$

The additional site visits will allow the evaluation to include in-person interviews with center staff and partners to learn about the education and training services; education and training planning and counseling services; high school, high school equivalency, basic education, and education and training support services; trade pathways; college services; non-cognitive social and workplace skills development services; recruitment, admissions and intake services; career transition readiness, career transition services, internship and other placement services; employer/service provider partners; and focus groups with students at the traditional centers. The expansion to include these respondents is of particular interest to both the program and evaluation teams at DOL. The site visits to two non-pilot Job Corps centers would enhance the ability of the evaluation to understand and document (a) the extent to which CCCA operates differently than select Job Corps centers, and (b) the differences in services received by the treatment group members versus control group members who choose to attend another Job Corps center.

Additionally, the Department seeks approval to conduct an additional round of interviews with CCCA staff and students. These additional interviews are needed due to changes in CCCA's staffing structure that have added more staff than the Department originally knew about. The expanded effort at CCCA will include thirteen additional interviews and two additional focus groups of approximately ten students each. Students in the Healthcare and Information Technology tracks will be placed in separate focus groups to allow the researchers to delve into greater depth about each of the separate program offerings.

fA.16: Plan and Time Schedule for Information Collection, Tabulation and Publication

For the evaluation of the CCCA pilot program, CEO is seeking a revision to OMB approval beginning February 1, 2020 and ending January 31, 2023.

Exhibit A.16 presents an overview of the project schedule for information collection. It also identifies deliverables associated with each major data collection activity.

Exhibit A.16 Overview of Requested Data Collection Schedule

Data Collection Activity	Timing	Associated Publications
1. Follow-Up Tracking Form	Began August 2017. Follow-on tracking under this request will extend from February 2020 through July 2020, at which point the 18-month follow-up survey will be closed so no further follow-on tracking will be needed.	Final report
2. Site visits, observations, staff and management interview	The two implementation site visits approved under OMB 1290-0012 took place in May 2018 and August 2019. The three additional implementation site visits will take place between Q1 2020 (upon OMB approval) and Q4 2021.	Final report

A17: Reasons not to Display OMB Expiration Date

All instruments created for the CCCA pilot evaluation will display the OMB approval number and the expiration date for OMB approval.

A18: Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.

References

Schochet, Peter Z., Burghardt, J. and McConnell, S. (2008). "Does Job Corps Work? Impact Findings from the National Job Corps Study." *The American Economic Review* 98.5: 1864-1886.