

## Appendix E. Reporting burden and cost for Phase 2 data collection instruments

Appendix Table E.1 reflects the estimated burden and cost for information collection proposed in Phase 2 of this ICR. These estimates will be revised and included in the non-substantive change requests or updated ICR submissions as part of Phase 2.

Details of the estimates for data collections in Phase 2 of this request are as follows:

- **First and second follow-up surveys.** We expect to survey 10,000 *study participants* (1,000 participants per intervention) at two follow-up points. We anticipate an 80 percent response rate or 8,000 respondents to each survey, or 2,667 annualized over three years.<sup>1</sup> We expect each survey to last 50 minutes (0.83 hours), or a total of 2,214 annual burden hours.
- **Service receipt tracking.** We anticipate 200 *program staff* (20 in each of the programs) will enter data on program service receipt into RAPTER®. We expect 250 entries per staff member and expect that each entry will take 5 minutes (0.08 hours), or a total of 1,340 annual burden hours.
- **Staff characteristics survey.** We expect to survey 200 *program staff* who directly interact with participants (20 per program). The survey is expected to take 25 minutes (0.42 hours) to complete, or a total of 28 annual burden hours.
- **Program leadership survey.** We expect to survey 50 *program leaders* (five per program). The survey is expected to last 15 minutes (0.25 hours) to complete, or a total of four annual burden hours.
- **Semi-structured program discussion guide—program leaders.** We expect to interview 40 *program leaders* across all ten programs (approximately four per program). We expect each staff interview to last 1.5 hours on average, or a total of 20 annual burden hours.
- **Semi-structured program discussion guide—program supervisors and partners.** We expect to interview 80 *program supervisors or partners* across all ten programs (approximately eight per program). We expect each interview to last one hour on average, or a total of 27 annual burden hours.
- **Semi-structured program discussion guide—program staff and providers.** We expect to interview 80 *direct service staff* across all ten programs (approximately eight per program). We expect each staff interview to last 0.75 hours on average, or a total of 20 annual burden hours.
- **Semi-structured employer discussion guide.** We expect to interview 50 *employers' staff* across all ten programs (approximately five per program). We expect each interview to last one hour on average, or a total of 17 annual burden hours.
- **In-depth participant interview guide.** We expect to interview 200 *study participants* (20 in each of the ten programs). These interviews are expected to last two hours on average, or a total of 134 annual burden hours.

---

<sup>11</sup> After achieving the anticipated response rate, we will cease active pursuit of additional responses through locating or outgoing calls. We will allow additional interested sample members to respond by keeping the system open to accept incoming online surveys or phone calls.

- **Cost workbook.** We expect that 40 *program staff* (four in each of the ten programs) will enter data on expenditures and costs into Excel. We expect one entry per staff member and expect that each entry will take 32 hours, or a total of 416 annual burden hours.

### ***Estimated Annualized Cost to Respondents***

The total annual cost for data collection instruments in Phase 2 is estimated to be \$67,423. The total estimated cost figures are computed from the total annual burden hours and an average hourly wage for staff, participants, and employers. Hourly wage estimates were derived from the U.S. Bureau of Labor Statistics 2018 National Compensation Survey ([http://www.bls.gov/oes/current/oes\\_stru.htm](http://www.bls.gov/oes/current/oes_stru.htm)).

- We estimate the average hourly wage for program leaders to be \$50.73, the average hourly wage of Local Government Managers under SOC code 11-1021 (General and Operations Managers).
- The rate used for program and partner supervisors, \$34.46, is the mean wage for social and community services managers (SOC code 11-9151).
- The rate used for direct service staff, \$17.22, is the mean wage for social and human services assistants (SOC code 21-1093).
- The average hourly wage of study participants is estimated to be \$7.25, the federal minimum wage.
- The average hourly wage for employers is estimated as \$59.56, the average wage of General and Operations Managers across industries (SOC 11-1021).

### **Appendix Table E.1. Estimated reporting burden and cost for Phase 2 data collection instruments**

Instrument	No. of Respondents (total over request period)	Annual Number of Respondents	No. of Responses per Respondent (total over request period)	Avg. Burden per Response (in hours)	Annual Burden (in hours)	Average Hourly Wage Rate	Total Annual Respondent Cost
First follow-up survey – participants	8,000	2,667	1	0.83	2,214	\$7.25	\$16,052
Second follow-up survey – participants	8,000	2,667	1	0.83	2,214	\$7.25	\$16,052
Service receipt tracking – staff	200	67	250	0.08	1,340	\$17.22	\$23,075
Staff characteristics survey – staff	200	67	1	0.42	28	\$17.22	\$482
Program leadership survey – program leaders	50	17	1	0.25	4	\$50.73	\$203

Semi-structured program discussion guide – program leaders	40	13	1	1.50	20	\$50.73	\$1,015
Semi-structured program discussion guide — program supervisors and partners	80	27	1	1.00	27	\$34.46	\$930
Semi-structured program discussion guide — program staff and providers	80	27	1	1.00	27	\$17.22	\$465
Semi-structured employer discussion guide – employers	50	17	1	1.00	17	\$59.56	\$1,013
In-depth participant interviews – participants	200	67	1	2.00	134	\$7.25	\$972
Cost workbook – staff	40	13	1	32.00	416	\$17.22	\$7,164
<b>Estimated annual burden total</b>					6,441		\$67,423

***Estimated Annualized Costs to the Federal Government***

The total cost to the Federal government for the data collection activities under Phase 2 of this ICR will be about \$13,220,800. Annualized costs to the Federal government will be about \$4,406,933 for the proposed data collection. These estimates of costs are derived from Mathematica’s budgeted estimates and include labor rates, direct costs, and tokens of appreciation for respondents (Appendix Table E.2).

**Appendix Table E.2. Estimated annualized costs to the Federal Government for Phase 2 data collection**

<b>PHASE 2</b>		
	<b>Cost category</b>	<b>Estimated costs</b>
	Instrument development and OMB clearance	\$782,400
	Field work	\$7,559,200
	Analysis	\$2,109,600
	Publications/dissemination	\$2,769,600
	<b>Total costs over the request period</b>	<b>\$13,220,800</b>
	<b>Annual costs</b>	<b>\$4,406,933</b>