

Appendix E. Reporting burden and cost for  
remaining Phase 2 data collection instruments - revised

The non-substantive change request submitted to OMB in November 2020 requests approval to use a subset of Phase 2 instruments—Instruments 6, 7, 8, 10, and 11—with all programs selected for the NextGen Project. The estimated burden and cost for those instruments have been added to Supporting Statements A and B. This Appendix and Appendix Table E.1 have been updated to reflect the estimated burden and cost for the remaining Phase 2 instruments. These estimates will be revised and included in the future non-substantive change requests when we seek approval to administer these instruments.

Details of the estimates for the remaining Phase 2 data collections 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.
- **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.

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

The total annual cost for the remaining data collection instruments in Phase 2 is estimated to be \$56,192. 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)).

- 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 remaining Phase 2 data collection instruments**

Instrument	No. of	Annual	No. of	Avg.	Annual	Average	Total
------------	--------	--------	--------	------	--------	---------	-------

<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.

	Respondents (total over request period)	Number of Respondents	Responses per Respondent (total over request period)	Burden per Response (in hours)	Burden (in hours)	Hourly Wage Rate	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
Semi-structured employer discussion guide – employers	50	17	1	1.00	17	\$59.56	\$1,013
<b>Estimated annual burden total</b>					5,785		\$56,192

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

The total cost to the Federal government for all Phase 2 data collection activities (inclusive of the Phase 2 instruments included in this nonsubstantive change request as well as the remaining Phase 2 instruments) 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>