
Assumptions for Calculation of Burden Estimates

The following assumptions were used for the calculation of burden estimates for each instrument covered by the initial approval of and request for revision of OMB #0970-0566 (expiration 4/30/2024).

1. Applicant Characteristics

- **Burden for program applicants.** The OMB approval for the 2020 cohort performance measures was based on ACF's assumption that 136 grants would be awarded. In reality, 113 grants were awarded; 112 began programming and at the time of this revision request 110 grants are active. Of the 110 active grants, 57 are RF grants and 53 are HM grants (30 of these serve adults and 23 serve youth). Through September 29, 2023 (the end of grant year 3), grant recipients in the 2020 cohort had completed enrollment for 103,444 clients over the course of 30 months of programming. During grant years 2 and 3, grant recipients in aggregate met their enrollment targets. Although most grants are RF, RF grant recipients aim to enroll 33.5% of all clients and HM grants aim to enroll 66.5% of all clients in grant year 4. Clients must complete the Applicant Characteristics Survey to be enrolled in an HMRF program.

Based on this, we estimate an average enrollment of 50,000 individuals each year and 150,000 individuals total over the three-year revision period. This includes 16,750 individuals per year (33.5%) in RF programs and 33,250 individuals per year (66.5%) in HM programs.

As in the initial approval of this ICR, we assume it takes 15 minutes (0.25 hours) for each individual applicant (as well as each individual member of a couple who applies to a couples program) to complete the Applicant Characteristics Survey. The total burden for applicants to enroll into HMRF programs for the three-year revision period is thus 37,500 hours ($0.25 * 150,000$) and the annual burden is 12,500 hours ($0.25 * 50,000$).

With an estimated annual burden for program applicants of 12,500 hours (37,500 total), the estimated annualized cost is \$90,625.00 using the federal minimum wage of \$7.25.

- **Burden for program staff.** We assume that 3 staff per grant recipient conduct intake (330 staff in total across 110 grant recipients). With a total of 50,000 intakes annually, each of the 330 staff members conducts an average of 151.5 intakes annually (average 455 total across three years). We retain the approved assumption of 6 minutes (0.1 hours) to complete the application in nFORM and enroll each individual applicant (as well as each individual member of a couple who applies to couples-based programs), such as screening for intimate partner violence and collecting contact information. The total burden for program staff to enroll individuals into HMRF programs is thus 15,015 hours ($330 * 455 * 0.1$), and 5,005 annual hours.

With an estimated annual burden of 5,005 hours for program staff, the estimated total annualized cost equals \$154,854.70 using an hourly rate of \$30.94 obtained from May 2022 National OES data (the most recent available) for social workers (OES 21-1029)¹.

¹ All OES data for burden calculations were obtained from <https://www.bls.gov/oes/home.htm>.

2. Program Operations

- **Burden for program staff.** Grant recipients 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 staff person per grant recipient enters these data. We retain the approved estimate of 1.29 hours per year, an average of 0.32 hours for each quarterly response. The estimated burden for program staff is therefore 422 hours (110 respondents * 0.32 hours per quarterly response * 12 responses), or 141 annual hours. The estimated total annualized cost equals \$5,376.33 using an average hourly rate of \$38.13 obtained from May 2022 National OES data (the most recent available) for Social and Community Service Managers (OES 11-9151).

3. Service Delivery Data

- **Burden for program staff.** Staff from all grant recipients document service delivery for performance reporting and for local and cross-site analyses. As in the initial approval of this ICR, we assume that 93 percent of RF clients and 95 percent of HM clients complete the Entrance Survey and receive program services.

Using the RF and HM annual enrollment estimates outlined in Section 1 above for the Applicant Characteristics Survey, we estimate that 15,578 RF clients (16,750 RF enrollees * 0.93) and 31,588 HM clients (33,250 HM enrollees * 0.95) will participate in some program service each year, for a total of 47,166 individuals per year.

While the amount of service information recorded varies across grant recipients, for each individual, we assume weekly service data entry for up to 12 weeks (the estimated 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 grant recipient staff to enter each participant's service data annually.

We assume that up to 15 staff at each grant recipient (1,650 total across 110 grant recipients) will have the ability to enter these data, based on the average number of staff at each grant recipient who have the ability to update client records. Each of these staff may enter service data for 28.6 clients per year on average (47,166/1,650) or 86 clients across the three-year period. Thus, the total burden for entering individual-level service delivery data is 70,950 hours (1,650 staff * 86 clients * 0.5 hours) across the 110 grant recipients for the three-year revision period (23,650 hours per year).

With an estimated 23,650 annual burden hours for entering individual-level service data, we estimate total annualized costs of \$431,849 using an hourly rate of \$18.26 obtained from May 2022 National OES data (the most recent available) for Data Entry Keyers (OES 43-9021).

4. Entrance and Exit Surveys

- **Burden for program clients.** Every participant will self-administer an entrance and exit survey during the first and last workshop session (or two weeks after the entrance survey for programs shorter than one month), respectively. As outlined in the assumptions for

service delivery in Section 3 above, we estimate that 47,166 program clients each year (15,578 RF clients and 31,588 HM clients) will complete the entrance survey when they begin receiving program services. Retaining the exit survey completion rate assumptions in the initial approval of this ICR, we assume that a total of 31,578 individuals—63.2 percent of RF clients completing entrance surveys ($15,578 * 0.632 = 9,845.3$) and 68.8 percent of HM clients completing entrance surveys ($31,588 * 0.688 = 21,732.5$)—will complete the exit survey annually. This results in a total of 78,744 entrance and exit survey administrations per year (47,166 entrance + 31,578 exit), with 141,498 entrance surveys and 94,734 exit surveys across three years.

Using the approved burden estimate, we assume each entrance and exit survey will take 25 minutes (0.42 hours). At 0.42 hours per response the entrance survey burden for clients is 59,429 hours across the three-year revision period (19,810 hours per year). With the federal minimum wage of \$7.25, this equals \$143,622.50 per year. The exit survey burden for clients is 39,788 hours across the three-year revision period (13,263 hours per year) and \$96,156.75 per year.

Burden for program staff. Based on trends to date, grant recipient staff may need to administer about 20 percent of the client surveys on paper or by phone and then data enter the responses into nFORM. Using the survey completion rates above, this results in data entry for 8,434.6 RF surveys per year—16,750 applicant characteristics + 15,578 entrance + 9,845 exit = 42,173 completed RF surveys * 0.2. For HM, this results in data entry for 17,314.2 HM surveys per year—33,250 applicant characteristics + 31,588 entrance + 21,733 = 86,571 completed HM surveys * 0.2).

This totals 25,748.8 (8,434.6 RF + 17,314.2 HM) data entered surveys per year, or 77,246.4 data entered surveys across the three-year revision period. We assume that the data entry process takes 6 minutes (0.1 hours) per instrument (applicant characteristics, entrance, and exit); the estimated total annual burden is therefore 2,574.88 hours ($25,748.8 * 0.1$). We also assume that each grant recipient has two data entry staff, totaling 220 staff across 110 grant recipients. Each of these staff would enter data for an average of 351 instruments ($77,246.4$ surveys/ 220 staff) across three years.

With 2,574 estimated annual burden hours, estimated annualized costs equal \$47,001.26 using an average hourly wage of \$18.26 obtained from May 2022 National OES data (the most recent available) for Data Entry Keyers (OES 43-9021).

5. Semi-annual Performance Progress Report (PPR)

- **Burden for program staff.** Grant recipients are required to report on a subset of the 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 staff person per grant recipient will require an average of 3 hours twice a year (6 hours per year per grant recipient) to prepare the quantitative and narrative components of the semi-annual report. The estimated annual burden is thus 660 hours (6 hours per grant recipient * 110 grant recipients) and estimated total burden is 1,980 hours (660 hours per year * 3 years).

This equals total annualized costs of \$25,165.80 using an hourly rate of \$38.13 obtained from May 2022 National OES data (the most recent available) for Social and Community Service Managers (OES 11-9151).

6. Quarterly Performance Report (QPR)

- **Burden for program staff.** Grant recipients will be required to report on a small subset of the performance measures twice per year. As with the PPR, the quantitative summary of performance measures will be generated by nFORM and grant recipients will provide a narrative on activities and context for the performance measures. We assume that one staff person per grant recipient will require an average of one hour twice a year (2 hours per year per grant recipient) to prepare the semi-annual report. The estimated annual burden is thus 220 (2 hours per grant recipient * 110 grant recipients) and the total estimated burden is 660 hours (220 hours per year * 3 years).

This equals a total annualized cost of \$8,388.60 using an hourly rate of \$38.13 obtained from May 2022 National OES data (the most recent available) for Social and Community Service Managers (OES 11-9151).

7. Continuous quality improvement (CQI) plan

- **Burden for program staff.** Grant recipients are required to develop CQI plans and update them on a regular basis to reflect changes in operations and service delivery. Plan updates are estimated to require one hour per quarter, for a total of four hours per year. Over the three-year revision period, this will total 12 hours per grant recipient * 110 grant recipients equals 1,320 burden hours for the three-year revision period (or 440 burden hours per year). Most likely, staff who are completing the PPR or QPR described above, or staff with similar experience, will complete and update the CQI plan. Thus, the estimated annualized cost is 440 hours * \$38.13 or \$16,777.20 per year. This hourly rate was obtained from the May 2022 National OES data (the most recent available) for Social and Community Service Managers (OES 11-9151).

The estimated total annual burden during the three-year revision period is thus 78,263 hours, and the total annual respondent cost is \$1,019,817.12.