HPOG 2.0 Program Cost Survey

Introduction

This survey is sponsored by the Administration for Children and Families (ACF) in the U.S. Department of Health and Human Services (HHS) and is part of the evaluation of the Health Profession Opportunity Grants (HPOG) Program. The survey asks about costs associated with different activities that are part of operating your HPOG 2.0 program. Thank you in advance for completing the survey.

The purpose of this survey is to gather information about costs associated with your HPOG 2.0 program for the cost-benefit study. The Study will use this information to estimate the cost of the HPOG 2.0 Program relative to the benefits of the Program.

The survey is organized to collect information for the cost-benefit study in an efficient and consistent manner across multiple HPOG 2.0 programs, while attempting to be as least burdensome to you as possible. The overview webinar [recording available here] walked through the survey questions and how to answer them. Given differences among HPOG programs, you may have questions about how to report information specific to your program structure. We are happy to answer questions via email or arrange a phone call with you to go over any questions as you fill out the survey. Please contact Pamela Loprest or Kelly Mikelson at the Urban Institute at HPOGcosts@urban.org.

We estimate the survey should take 4 to 8 hours to complete. We expect that you will need to consult your program's accounting records to respond. You have been identified as the person most appropriate to complete the survey, but you may need to consult with others to gather information. Please try to answer every question as completely and accurately as possible. Where exact figures are not available, an informed estimate is fine.

After you have completed and submitted the survey form, the evaluation team may schedule a follow-up phone call to clarify reported information. We appreciate your contributions to the cost-benefit study.

Overall Instructions for Completing the Program Cost Survey

The survey is divided into the following sections:

- staffing costs (by type of activity);
- non-staff overhead (indirect) costs;
- non-staff other direct costs of services and supports;
- basic skills training costs;
- healthcare training costs;
- other HPOG 2.0 costs; and
- variation in HPOG2.0 annual costs.

Which costs to include. We are interested in collecting information on the total expenditures by your HPOG 2.0 program to serve its participants. For many programs, these expenditures go beyond the size of the HPOG 2.0 grant received and include funding from other sources such as additional grants, philanthropic contributions, public funds, or contributions from other organizations with which you partnered. In order for us to fully understand how much it cost to provide services to HPOG 2.0 participants, *we need you to include these other costs to the fullest extent possible*. This means you may need to gather information from your program partners. Please see the instructions under each category for further clarification.

Contractor costs. Many HPOG 2.0 programs have contracts with partner organizations or vendors. These costs should be included in the appropriate section. Depending on the nature of the activities covered by the contract, you may be able to report the total expenditure or you may need to break out contract costs. If a contract includes staff who carry out multiple activities across the categories discussed in Section A of the survey (recruitment/eligibility; case management/academic supports/other skill development; employment assistance) and basic skills or healthcare training, you will need to separate contract costs as detailed in the survey sections and report these together with your main program costs. If the total expenditure of a contract is for activities/services within one of these categories (those in Section A or basic skills training or healthcare training), you can report the total amount of the contract (including staff time) in the appropriate section. See the instructions under each section for further clarification.

Timeframe of costs to include. In completing the survey, **please only include costs for HPOG 2.0 Program Year 4, September 30, 2018 – September 29, 2019.** To reduce burden, we are only collecting costs for this one program year and considering these costs representative of the fully operational HPOG 2.0 program. At the end of the survey you will have an opportunity to report whether Program Year 4 involves substantially different costs from costs in other years (post-program start-up) and to report how Year 4 costs differ.

Survey time frame. This survey is being distributed in November 2019. We understand that some grantees will not have complete program year expenditure information until January 2020. *Please complete this survey by the end of February 2020*. We are happy to set up phone calls to discuss your questions about the survey at any point, even before you have all expenditure information finalized. After receiving completed surveys, we will review and set up follow-up clarification phone calls as necessary.

Remember, if at any point you have a question about where or how to report a particular cost or expenditure in the survey or about definitions we are using, please contact us.

Individual Section Instructions

Section A: Staffing Costs

Instructions for Table A: For HPOG 2.0 Program Year 4 (September 30, 2018 through September 29, 2019), we are interested in collecting the staff costs (salary and fringe benefits) of individuals who worked on activities specifically related to HPOG 2.0 in your organization or partner organizations in each of four specific areas. These areas and the associated activities include the following:

- *Management/administration* – Activities necessary to support the operation of the HPOG 2.0 program. This includes program development, oversight, staff management, performance management and reporting, data oversight, evaluation activities.

- *Recruitment/Eligibility* – Activities necessary to recruit, assess, and determine eligibility of participants. This includes all activities surrounding recruitment, application, and determining eligibility for participants

- *Academic support/other skills development* – Services that support individuals to participate in or continue participation in education or training and which are directly training- or academic-related. Training activities that are neither occupational nor basic skills training. Types of academic supports include: case management, academic advising, bootcamps, mentoring, peer support, post-eligibility assessments, and tutoring. Types of other skills development activities include: college readiness workshops, CPR training, digital literacy, introduction to healthcare careers workshop, and work readiness.

- *Employment assistance/development* – Activities that assist participants in finding and keeping jobs. Types of employment assistance supports include: job search assistance, job placement assistance, and job retention services.

You should include total staff costs (salary and fringe) for all staff involved in the HPOG 2.0 Program Year 4. Include actual staff expenditures by activity, whether the individual worked full-year or part-year, full-time or part-time. However, **DO NOT INCLUDE INDIVIDUALS WHOSE SOLE ROLE IS BASIC SKILLS OR HEALTHCARE TRAINING INSTRUCTOR.** These costs are covered in later sections.

If you contract with another organization to provide some of these activities, please include the relevant amount of staff expenditures for Program Year 4 in each of the appropriate categories in Table A. If the entire contract is for activities that fall into only one of these categories (e.g. the contract is solely for recruitment activities or the contract is solely for activities that fall under academic supports/other skill development activities) and includes staff and non-staff costs, you do not need to separate out staff costs. You can report the entire contract expenditure in Section

C. If an entire contract is for basic skills or healthcare skills training, you will report that in Section D.

For further assistance in developing the appropriate entries for Table A, please see Appendix A. This appendix provides additional steps, examples, and worksheets to assist you in developing these expenditure numbers. This appendix is optional. You do not need to complete the steps in Appendix A if you are able to calculate the totals for Table A in a different manner.

Section B: Overhead/Indirect Costs

Instructions for Table B: We are interested in gathering overhead costs necessary for administering your HPOG 2.0 program for Program Year 4 (September 30, 2018 through September 29, 2019). For most programs, these costs are embodied in the indirect rate that you apply to staff costs in budgeting.

You should only include indirect expenditures as applied to staff carrying out HPOG 2.0 activities. Please also report in Table B the indirect rate for contracts where you are separating out expenditures across different sections of the survey.

Section C: Other Direct Costs for HPOG 2.0 Program

Instructions for Table C: In this section, you will report all non-staff other direct costs involved in supporting HPOG participants during the HPOG Program Year 4 (September 30, 2018 through September 29, 2019). Do not include costs that are directly related to providing basic skills or healthcare instruction. These will be reported in the next section.

We are interested in collecting other direct costs in the following categories academic/other skills development; personal and logistical supports; employment assistance/development and all other direct costs not categorized. Under the first two categories we would like you to report separately on training-related costs assistance (not including tuition) and transportation assistance. We list below some examples for each of these categories. Definitions for each category are provided in Appendix A.

Examples of other direct costs:

- *Academic support/other skills development* - materials for bootcamp, contracts for work readiness workshops or tutoring

    o *Training-related costs assistance (other than tuition)* - books, equipment, materials for training; license certification fees; exam/exam preparation fees; computers/technology; work or training supplies or uniforms; required health exams for training or work

- *Personal and logistical supports* - direct emergency assistance payments to fix a car or pay rent/utilities

- o Transportation assistance- bus/subway cards, gas vouchers/cards, or van/carpool arrangements.

- *Employment assistance/development* - mileage for employer developer, non-staff costs for job fairs

- *Other types of other direct costs not included above* - office supplies, travel to HPOG conferences, background checks for eligibility determination, and contract for marketing/communications Do **not** include costs related to basic skills or healthcare instruction.

In Table C, please enter other direct non-staff expenditures you incurred in the rows under the appropriate category and add a brief description. Within these categories, use whatever groupings/itemization is easiest for your program. We are interested in **totals**, except for transportation assistance and training-related supplies (entered as separate lines in Table C) which we would like to collect separately. Do your best to separate costs by category. If you are unsure which category to use or if a cost is not easily separated across these categories (e.g. "office supplies"), please enter it under the other category. It is possible that you do not have any non-staff other direct costs to report in a given category.

Include in Table C payments made to other providers/vendors for a service, even if that includes staff time, if the cost falls completely within one of these categories. For example, if you have a contract with a vendor to provide tutoring, include that cost under academic supports here with the description "tutoring." You do not need to break out staff/non-staff costs within this contract. If you contract with an organization and reported that staff time in Table A, please report the relevant other direct cost expenditures from that contract in Table C.

Section D: Cost of Providing Basic Skills Training

Instructions for Table D: Please enter and describe in Table D any expenditures on basic skills training for Program Year 4 (September 30, 2018 through September 29, 2019).

Basic skills training may include adult basic education, adult secondary education (such as GED preparation), college developmental education, and English language acquisition. Include expenditures for basic skills instructors (salary and fringe), fees/tuition to other organizations on behalf of participants, or contracts with other organizations to pay for basic skills training. Note: If basic skills training is integrated as part of healthcare training do not include costs here. You may report these expenditures in whatever way is easiest. We are interested in the cumulative amount expended. Please include a brief description of each expenditure listed.

Section E: Cost of Providing Healthcare Training

Instructions for Table E1: We would like to gather information on the costs of healthcare training provided to HPOG participants in Program Year 4 (September 30, 2018 through September 29,

2019). In order to collect information on control group as well as treatment group members, we are mainly relying on total costs of training available in the Delta Cost Project Database (DCPD). DCPD is a publicly available database of revenues and expenditures provided to the U.S. Department of Education's Integrated Postsecondary Education Data System (IPEDS) by post-secondary institutions. The database includes information on more than 6,000 public, private not-for-profit, and private for-profit institutions in a consistent format.

Not all training organizations providing training for HPOG 2.0 are included in the DCPD. In particular, training offered by community-based organizations, employers, and some for-profit institutions are not included in DCPD. Therefore we would like to collect from you information on the cost of these trainings only.

Table E provides the list of your program's training offerings in which participants have enrolled that are not included in the DCPD. Information listed is from PAGES including: type (occupational code), provider name, organization type, and average number of hours per training. Note, if "Provider Organization Type" is blank or incorrect, please enter the correct type (community-based organization, for-profit organization, employer, other). If average hours per training is incorrect, please correct.

We are seeking the total cost of providing training per student for each of the listed trainings. By cost of training we mean all associated costs (instruction, materials, and overhead). This will often exceed the tuition a student or the HPOG 2.0 program would pay. We would like to gather the total cost to the training provider of providing the training per participant. You may need to collect this information directly from the training provider.

Using previously reported information from PAGES on average number of hours per training, Table E1 will calculate the average cost per hour of training. If you are unable to gather information for a listed training, please mark "N/A" under "Average Total Cost per Participant."

If the lead grantee for your program is <u>NOT</u> a community college or university, please skip to Section F. If the lead grantee for your program <u>is</u> a community college or university, please complete Table E2.

Instructions for Table E2: The DCPD data described above will distinguish cost of training by length/credits for an institution, but will not distinguish costs by different types (occupation) of healthcare training. To be able to report on the distribution of costs of training by types, we would like to gather information on the costs of different types of healthcare training offered by community colleges and/or universities.

Table E2 lists a set of trainings with provider names taken from PAGES. We are seeking the cost per credit hour or classroom instruction hour of providing training for each of these for Program Year 4 (September 30, 2018 through September 29, 2019). If costs are only available for a different year, please note the year for which data are provided. By cost of training we mean all

associated costs (instruction, materials, overhead) which often exceed the tuition a student or the HPOG 2.0 program paid. Community colleges and universities may vary in how they gather/report these data. If costs are reported by semester or some other unit, please convert to cost per credit or hour of classroom instruction.

For any training for which you are unable to provide costs, please mark N/A under average total cost per unit. To reduce burden, we have selected a sample of five training programs from your PAGES program data. If you are able to report data on additional programs, please do.

Section F: Other HPOG 2.0 Costs

Instructions for Table F: Please enter and describe in Table F any other costs for Program Year 4 (September 30, 2018 through September 29, 2019) that have not already been reported on in this survey. For example, in Table F you can report tuition/fees you paid to organizations for healthcare training or for prerequisites. Please include a brief description of the cost.

Section G: Variation in HPOG 2.0 Annual Costs

Instructions for Table G: We are using Program Year 4 (September 30, 2018 through September 29, 2019) costs to approximate the average annual costs of your HPOG 2.0 program. We would like to know how the costs of Program Year 4 compared to prior years. Thinking back to Program Year 2 and Year 3 of HPOG 2.0, please fill in Table G by telling us if the costs in these program years are similar to or different from the costs during Year 4. *(Please select only one answer for each year.)* Please do not include costs for Program Year 1, which may have included start-up and other costs that make it not representative of your normal expenditures.

If Program Year 4 costs are much more or much less than costs in one of the other two years, please provide a brief explanation as to why, including the types of costs that were different.

Thank you very much for completing this survey!

HPOG 2.0 Program Cost Survey   [Program name] Cost Worksheet

Please read the instructions before filling out each section. Remember all costs are for HPOG 2.0 program for Program Year 4 (September 30, 2018 through September 29, 2019).

Section A: Staffing Costs

Table A: Total Cost of HPOG 2.0 Staff Time by Activity in Program Year 4 *				
	Management/ Administration	Recruitment/ Eligibility Determination	Academic Support/Other Skills Development	Employment Assistance/ Development
Program Year 4 Cost Across HPOG 2.0 Staff (salary and fringe)	$xx,xxx	$xx,xxx	$xx,xxx	$xx,xxx

**Note: The total of staff costs in these categories may not be the same as total HPOG 2.0 program staff costs because it excludes basic skills and healthcare training instructors.

Section B: Overhead/Indirect Costs

Table B: Administrative Overhead Costs in Program Year 4		
Indirect Rate	Indirect Expenditures for Program Year	Brief Narrative of What is Included in your Indirect Rate

Section C: Other Direct Costs for HPOG 2.0 Program

Table C: HPOG 2.0 Non-staff Program Supports		
Type of Other Direct Cost	Brief Description of Support	Total Annual Expenditure on HPOG 2.0 Participants in Program Year 4
Academic Support/Other Skill Development Other Direct Costs		
Training-related supplies*		
Other		
Logistical/Personal Other Direct Costs		
Transportation assistance*		
Other		
Employment Support Other Direct Costs		
Other Types of Other Direct Costs Not Included Above		

*See definitions in Appendix A.

Section D: Cost of Providing Basic Skills Training

Table 5: Other HPOG 2.0 Costs		
Basic Skills Cost Type	Description	Total Expenditure on HPOG 2.0 Participants in Program Year 4

Section E: Cost of Providing Healthcare Training

Table E1: Cost of Providing Healthcare Training in Program Year 4					
Healthcare Training Type (SOC) [from PAGES]	Provider Name [from PAGES]	Provider Organization Type	Average Total Cost per Participant	Average Number of Hours per Training [from PAGES]	Average Cost per Hour[1]

[1]Automatically calculated by software

If the lead grantee for your program is <u>NOT</u> a community college or university, please skip to Section F. If the lead grantee for your program <u>is</u> a community college or university, please complete Table E2.

Table E2: Cost of Providing Healthcare Training for Year [ ]*			
Healthcare Training Type (Occupation)	Provider Name	Average Total Cost per Unit	Reported Unit (Credit or Classroom Hour)

*Please insert dates for which data is from if differs from Program Year 4.

Section F: Other HPOG 2.0 Costs

Table F: Other HPOG 2.0 Costs		
Cost Type	Description	Total Expenditure on HPOG 2.0 Participants in Program Year 4

Section G: Variation in HPOG 2.0 Annual Costs

Table G: Changes in HPOG 2.0 Annual Costs	Much more than Year 4 (25% or more difference)	More than Year 4, but not by much (10% or less difference)	About equal to Year 4	Less than Year 4, but not by much (10% or less difference)	Much less than Year 4 (25% or more difference)
a. Program Year 2 (September 30, 2016 through September 29, 2017)					
b. Program Year 3 (September 30, 2017 through September 29, 2018)					

Explanation

Appendix A: Definitions Used in Survey

These definitions are based on definitions used for PAGES and found in the PAGES Glossary.

- *Academic support/other skills development -* Services that support individuals to participate in or continue participation in education or training and which are directly training- or academic-related and training activities that are neither occupational nor basic skills training. Types of academic supports include: case management, academic advising, bootcamps, mentoring, peer support, post-eligibility assessments, and tutoring. Types of other skills development activities include: college readiness workshops, CPR training, digital literacy, introduction to healthcare careers workshop, work readiness. *Examples of other direct costs: materials for bootcamp, contracts for work readiness, and fees for certification tests.*

- *Personal and logistical supports - S*upports and services that enable individuals to participate or continue participation but are not directly training- or academic-related. These include: Child/dependent care assistance, emergency assistance, housing support/assistance, non-emergency food assistance, transportation assistance, and other non-emergency social services assistance. *Examples of other direct costs: transportation assistance vouchers, direct emergency assistance payments.*

- *Employment assistance/development* – Activities that assist participants in finding and keeping jobs. Types of employment assistance supports include: job search assistance, job placement assistance, and job retention services. *Examples of other direct costs: mileage for employer developer, non-staff costs for job fairs.*

- *Other types of other direct costs not included above* – This includes all other direct costs that you have not reported above that are not related to basic skills or healthcare instruction. *Examples include: office supplies, travel to HPOG conferences, background checks for eligibility determination, and contract for marketing/communications.*

- *Training-related costs assistance (other than tuition) -* Assistance with costs for training-related needs. This support includes financial assistance to help meet these costs or direct provision of these items by the HPOG program. Training-related costs include books, equipment, materials for training; license certification fees; exam/exam preparation; computers/technology; work or training supplies or uniforms; required health exams for training or work.

- *Transportation assistance-* Payments or other assistance that enable the participant to travel to and from education and training, other HPOG services, or employment. These include but are not limited to bus/subway cards, gas vouchers/cards, or van/carpool arrangements.

Appendix B: Optional Steps to Assist Calculating Table A totals

The following instructions and examples are provided to assist you in correctly calculating the totals for Table A in section 1 of the survey using the Appendix B Worksheet. You do not need to complete these steps if you are able to calculate the totals for Table A in a different manner.

Step 1: In Table 1, list all staff who participated in activities related to HPOG 2.0 in Program Year 4. Include their annual salary (portion actually expended if worked part-year) and the fringe benefits paid. Then list the proportion of the staff person's time that he or she worked on HPOG. If the person worked a quarter time on HPOG activities, enter 0.25. If all of the person's time was spent on HPOG, enter 1.0. In the example below, the grant manager works 25 percent of her time on HPOG. Case Manager 1 and Case Manager 2 hold the same job, but Case Manager 2 was hired mid-year. Since she only worked for the second half of the year, total expenditures for the year are lower. However, Case Manager 2 spent all her time on HPOG after being hired, so the proportion in column #3 is 1.0.

Example Table 1: HPOG 2.0 Staff Costs in Program Year 4				
Staff Title	#1 Salary expenditure for program year	#2 Cost of fringe benefits expenditure for program year	#3 Proportion of Time spent on HPOG in program year	#4 (#1 + #2) x #3 Staff Costs Spent on HPOG in program year
Grant Manager	$56,000	$23,000	0.25	$19,750
Case Manager 1	$24,588	$10,000	1.0	$34,588
Case Manager 2	$12,300	$5,000	1.0	$17,300

(Note: sample answers have been included in yellow)

Step 2: For each staff member entered in Table 1, in Table 2 allocate the proportion of her or his time working on HPOG (from column #3 in Table 1) that was spent on each type of activity. For example, if a case manager spent all of her or his time in academic support activities for HPOG, you would put a 1.0 under that category. If a case manager spends a quarter time on recruitment, half-time on case management/academic supports, and a quarter on employment assistance, you would enter 0.25, 0.50, and 0.25 in the appropriate columns. The CBA Study will use this information to allocate the total cost from Table 1 across the activities.

Please only include staff time spent on HPOG activities. If an individual only spent a quarter of their time on HPOG and three-quarters on another program, only categorize their HPOG program time. For example, for a grant manager who spends a quarter of her time on HPOG over the fiscal year, all of it in management duties, you would enter 0.25 under the management/administrative duties column below.

Step 3: Using information from Table 1 and 2, Table 3 will automatically calculate total staff cost for each area. The bottom line "total staff cost" is the information needed for Table A in section 1 of the survey. Examples are entered in yellow. You should review the results in this table to make sure they are accurate and enter the results into Table A in section 1 of the survey.

Example Table 3: Allocation of HPOG 2.0 Staff Time by Activity in Program Year 4				
Staff Title	Management/ Administration	Recruitment/ Eligibility Determination	Academic Support/Other Skills Development	Employment Assistance/ Development
Grant Manager	$19,750			
Case Manager 1		$8,647	$17,294	$8,647
Case Manager 2		$4,325	$12,975	
Total Staff Cost	$19,750	$12,972	$30,269	$8,647

Note: Each cell multiplies the entry for the same column in table 2 by column #4 in table 1.

Appendix B Worksheet Tables

Table 1: HPOG 2.0 Staff Costs in Program Year 4				
Staff Title	#1 Salary expenditure for program year	#2 Cost of fringe benefits expenditure for program year	#3 Proportion of Time spent on HPOG in program year	#4 (#1 + #2) x #3 Staff Costs Spent on HPOG in program year

Table 2: Allocation of HPOG 2.0 Staff Time by Activity in Program Year 4					
Staff Title	Management/ Administration	Recruitment/ Eligibility Determination	Academic Support/Other Skills Development	Employment Assistance/ Development	Total*

Table 3: Allocation of HPOG 2.0 Staff Time by Activity in Program Year 4				
Staff Title	Management/ Administration	Recruitment/ Eligibility Determination	Academic Support/Other Skills Development	Employment Assistance/ Development
Total Staff Cost				