

IX. APPENDIX A: DETAILED COST ASSUMPTIONS FOR SPECIFIC TASKS

In this section, we provide a detailed summary of our assumptions used to generate cost estimates presented in Sections V and VI. A summary of costs by organization and labor category appears in *Appendix Tables 1 and 2*.

A. Task 1: Agency Negotiations

1. USDA Responsibilities

The USDA will meet with the Census to discuss data and research objectives. In an additional meeting, the USDA will then meet with the Census and DCF to discuss implementation barriers.

Estimated time requirements - 40 hours of Senior Manager time.

2. Census Responsibilities

The Census will meet with the USDA to discuss data and research objectives. They will also discuss implementation barriers during a second meeting with the USDA and DCF.

Estimated time requirements - 40 hours of Senior Manager time.

3. DCF Responsibilities

The DCF will meet with the USDA and Census to discuss implementation barriers.

Estimated time requirements - 20 hours of Senior Manager time.

B. Task 2: Tabulations on Matching Elements

1. USDA Responsibilities

None.

2. Census Responsibilities

The Census will generate tabulations of the CPS data to validate the integrity of key linking variables. Probable choices for these variables include name, Social Security Number, and date of birth. The tabulations will test for invalid entries, duplicates and missing values.

Estimated time requirements - 16 hours of Senior Analyst time to produce tabulations and 8 hours of senior research time to review results.

3. DCF Responsibilities

The DCF will produce similar tabulations of the linking variables using the state data. In addition, the DCF will produce summary statistics on the program history information.

Estimated time requirements - 16 hours of Senior Analyst time to produce tabulations and 8 hours of senior research time to review results.

C. Task 3: Complete Census Proposal Process

1. USDA Responsibilities

The USDA will compose the request for permission to the Census to gain access to CPS files. The USDA will also respond to any comments by the Census on the initial proposal.

Estimated time requirements - 40 hours of Senior Manager time to prepare the letter of proposal and respond to comments.

2. Census Responsibilities

The Census will review the letter of proposal from the USDA and provide comments for revision.

Estimated time requirements - 16 hours of senior time to review the letter from the USDA and provide comments.

3. DCF Responsibilities

None.

D. Task 4: Negotiate Access to State(s) Administrative Files

1. USDA Responsibilities

The USDA will be responsible for writing a letter requesting permission for access to the state data. The letter will outline the specifics of the request and the goals of the research.

Estimated time requirements - 40 hours of Senior Manager time to compose the letter and respond to comments.

2. Census Responsibilities

The Census will be responsible for providing technical input describing the data requirements for the match and the benefits of the linkage.

Estimated time requirements - 8 hours of Senior Manager time to provide technical assistance to USDA.

3. DCF Responsibilities

The DCF will review the letter and propose revisions.

Estimated time requirements - 24 hours of senior time to review the letter and propose revisions.

E. Task 5: Establish Memorandum of Understanding (MOU) to Access and Match the CPS and Florida FSP Data

1. USDA Responsibilities

The MOU will outline any confidentiality restrictions placed on the data by the Census, the state agency or USDA. The USDA will use a sample outline to generate an initial MOU and work with the Census and DCF in crafting a final MOU.

Estimated time requirements - 240 hours of Senior Manager time to produce the MOU and respond to suggested revisions.

2. Census Responsibilities

The Census will be responsible for providing input to the USDA describing the confidentiality policies related to the CPS data.

Estimated time requirements - 80 hours of Senior Manager time to provide input into the composition of the MOU and comment on subsequent revisions.

3. DCF Responsibilities

The DCF will be responsible for providing input to the USDA regarding the confidentiality policies related to state data.

Estimated time requirements - 80 hours of Senior Manager time to provide input on the composition of the MOU and comment on subsequent revisions.

F. Task 6: Develop Computer Space at Research Data Center (RDC)

1. USDA Responsibilities

None.

2. Census Responsibilities

Because the 2001 March CPS file is relatively small, computer storage should not be an issue for these files. However, the state file may be quite large and, hence, may require a larger storage facility such as a mainframe. For the purposes of the Florida match, however, we assume that the data can fit on the hard drive of the PC.

Estimated time requirements - 40 hours of Senior Analyst time to set up the computer system.

3. DCF Responsibilities

None.

G. Task 7: Extract and Transfer State FSP Administrative Data

1. USDA Responsibilities

None.

2. Census Responsibilities

None.

3. DCF Responsibilities

The DCF will translate the data into the agreed upon format (ASCII, SAS Export, etc.), transfer it to the agreed upon medium (CD, Tape, FTP file) and transfer the data to the Census.

Estimated time requirement - 24 hours of Senior Analyst time.

H. Task 8: Extract and Gain Familiarity with the State Administrative Data Files at Data Access Center

1. USDA Responsibilities

None.

2. Census Responsibilities

The Census will transfer the data to a readable format and begin producing tabulations. The Census will communicate with the DCF on any potential issues related to missing or problematic data entries.

Estimated time requirements - 200 hours of Senior Analyst time to convert and explore the data.

3. DCF Responsibilities

The DCF will provide technical assistance to the Census. This will likely entail providing a number of general data tabulations for comparison and answering any questions.

Estimated time requirements - 40 hours of Senior Analyst time to provide technical support.

I. Task 9: Deterministically Link State Administrative Files to CPS Files

1. USDA Responsibilities

None.

2. Census Responsibilities

The Census will conduct an initial linkage between the CPS and FSP records using the matching elements.

Estimated time requirements - 40 hours of Senior Manager time will be necessary to oversee the matching process. 160 hours of Senior Analyst time will be necessary to program the match and check for outliers.

3. DCF Responsibilities

The DCF will provide technical support for the data.

Estimated time requirements - 40 hours of Senior Analyst time to advise the Census on any potential data issues.

J. Task 10: Assess the Reliability of the Match and Develop Final Files

1. USDA Responsibilities

The USDA will provide technical input on creating the file to examine dynamic FSP patterns in the state of Florida. This input may include suggestions on weighting and imputation procedures.

Estimated time requirements - 20 hours of Senior Manager time to monitor the data assessment activities and provide any necessary input on the reweighting or imputation process.

2. Census Responsibilities

The Census will coordinate activities in developing the two linked research files. To assess the representativeness of the file, the Census will compare the CPS-FSP estimates to the available state administrative estimates on the overall size and composition of the FSP caseload. It is likely that reweighting and/or imputation procedures will be necessary to produce a representative sample of FSP participants in the CPS. The second file will be used by the Census to examine differences in FSP reporting in the CPS survey and actual participation patterns in the FSP. Hence, this match will not employ any type of imputation or reweighting procedure based on CPS FSP survey responses. Rather, the Census will use these files to examine differences in reporting across the CPS and administrative data. The Census will examine differences in FSP reporting in the CPS survey and actual participation patterns in the FSP.

Estimated time requirements - 80 hours of Senior Manager time to coordinate the activities of the data assessment, including outlining any reweighting and/or imputation procedures. 300 hours of Senior Analyst time will be necessary to manipulate each file and implement any necessary reweighting suggested by the Senior Manager.

3. DCF Responsibilities

The DCF will provide estimates of FSP participant characteristics that will be used by the Census in the benchmarking process.

Estimated time requirements - 40 hours of Senior Analyst time.

K. Task 11: Data Access

1. USDA Responsibilities

The USDA will provide input on the proposal process.

Estimated time requirements - 20 hours of Senior Manager time.

2. Census Responsibilities

The Census will provide on-going support for monitoring the data and ensuring its confidentiality.

Estimated time requirements - 500 hours of Research Assistant time.

3. DCF Responsibilities

None.

Appendix Table 1: Summary of Costs

<i>Task 1: Agency Negotiations</i>			<i>Task 2: Tabulations on Matching Elements</i>			<i>Task 3: Complete Census Proposal Process</i>			
Labor Costs	Non-Labor Costs	All Costs	Labor Costs	Non-Labor Costs	All Costs	Labor Costs	Non-Labor Costs	All Costs	
USDA	\$4,448	\$0	\$4,448	\$0	\$0	\$0	\$4,448	\$0	\$4,448
DCF	\$2,224	\$0	\$2,224	\$1,931	\$0	\$1,931	\$0	\$0	\$0
Census	\$4,448	\$0	\$4,448	\$1,931	\$0	\$1,931	\$1,779	\$0	\$1,779
Task Total	\$11,119	\$0	\$11,119	\$3,862	\$0	\$3,862	\$6,227	\$0	\$6,227
<i>Task 4: Negotiate Access to State(s) Administrative Files</i>			<i>Task 5: Establish Memo of Understanding (MOU) to Access and Match The CPS and Florida FSP Data</i>			<i>Task 6: Develop Computer Space at Research Data Center (RDC)</i>			
Labor Costs	Non-Labor Costs	All Costs	Labor Costs	Non-Labor Costs	All Costs	Labor Costs	Non-Labor Costs	All Costs	
USDA	\$4,448	\$0	\$4,448	\$26,686	\$0	\$26,686	\$0	\$0	\$0
DCF	\$2,669	\$0	\$2,669	\$8,895	\$0	\$8,895	\$0	\$0	\$0
Census	\$890	\$0	\$890	\$8,895	\$0	\$8,895	\$2,603	\$30,000	\$32,603
Task Total	\$8,006	\$0	\$8,006	\$44,476	\$0	\$44,476	\$2,603	\$30,000	\$32,603
<i>Task 7: Extract and Transfer State FSP Administrative Data</i>			<i>Task 8: Extract and Gain Familiarity with the State Administrative Data Files at Data Access Center</i>			<i>Task 9: Deterministically Link State Administrative Files to CPS Files</i>			
Labor Costs	Non-Labor Costs	All Costs	Labor Costs	Non-Labor Costs	All Costs	Labor Costs	Non-Labor Costs	All Costs	
USDA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
DCF	\$1,562	\$0	\$1,562	\$2,603	\$0	\$2,603	\$4,448	\$0	\$4,448
Census	\$0	\$0	\$0	\$13,016	\$0	\$13,016	\$17,464	\$0	\$17,464
Task Total	\$1,562	\$0	\$1,562	\$15,619	\$0	\$15,619	\$21,911	\$0	\$21,911
<i>Task 10: Assess the Reliability of the Match and Develop Final Files</i>			<i>Task 11: Data Access</i>			Total: All Tasks			
Labor Costs	Non-Labor Costs	All Costs	Labor Costs	Non-Labor Costs	All Costs	Labor Costs	Non-Labor Costs	All Costs	
USDA	\$1,302	\$0	\$1,302	\$2,224	\$0	\$2,224	\$43,554	\$0	\$43,554
DCF	\$2,603	\$0	\$2,603	\$0	\$0	\$0	\$26,934	\$0	\$26,934
Census	\$24,730	\$0	\$24,730	\$18,375	\$0	\$18,375	\$94,130	\$30,000	\$124,130
Task Total	\$28,635	\$0	\$28,635	\$20,599	\$0	\$20,599	\$164,618	\$30,000	\$194,618

Appendix Table 2: Detailed Costs

USDA

Labor Categories	Assumed Rates	Task 1: Agency Negotiations		Task 2: Tabulations on Matching Elements		Task 3: Complete Census Proposal Process		Task 4: Negotiate Access to State(s) Administrative Files		Task 5: Establish Memo of Understanding (MOU) to Access and Match The CPS and Florida FSP Data		Task 6: Develop Computer Space at Research Data Center (RDC)	
		Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars
Senior Management	\$111.19	40	\$4,448	0	\$0	40	\$4,448	40	\$4,448	240	\$26,686	0	\$0
Sr Analysts/Sr Programmer	\$65.08		\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
Research Assist./Jr. Programmer	\$36.75		\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
TOTAL LABOR		40	\$4,448	0	\$0	40	\$4,448	40	\$4,448	240	\$26,686	0	\$0
Non-Labor Costs													
Travel			\$0		\$0		\$0		\$0		\$0		\$0
Computer			\$0		\$0		\$0		\$0		\$0		\$0
TOTAL Non-Labor Costs			\$0		\$0		\$0		\$0		\$0		\$0

DCF

Labor Categories	Assumed Rates	Task 1: Agency Negotiations		Task 2: Tabulations on Matching Elements		Task 3: Complete Census Proposal Process		Task 4: Negotiate Access to State(s) Administrative Files		Task 5: Establish Memo of Understanding (MOU) to Access and Match The CPS and Florida FSP Data		Task 6: Develop Computer Space at Research Data Center (RDC)	
		Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars
Senior Management	\$111.19	20	\$2,224	8	\$890	0	\$0	24	\$2,669	80	\$8,895	0	\$0
Sr Analysts/Sr Programmer	\$65.08		\$0	16	\$1,041	0	\$0	0	\$0	0	\$0	0	\$0
Research Assist./Jr. Programmer	\$36.75		\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
TOTAL		20	\$2,224	24	\$1,931	0	\$0	24	\$2,669	80	\$8,895	0	\$0
Non-Labor Costs													
Travel			\$0		\$0		\$0		\$0		\$0		\$0
Computer			\$0		\$0		\$0		\$0		\$0		\$0
TOTAL Non-Labor Costs			\$0		\$0		\$0		\$0		\$0		\$0

Census

Labor Categories	Assumed Rates	Task 1: Agency Negotiations		Task 2: Tabulations on Matching Elements		Task 3: Complete Census Proposal Process		Task 4: Negotiate Access to State(s) Administrative Files		Task 5: Establish Memo of Understanding (MOU) to Access and Match The CPS and Florida FSP Data		Task 6: Develop Computer Space at Research Data Center (RDC)	
		Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars
Senior Management	\$111.19	40	\$4,448	8	\$890	16	\$1,779	8	\$890	80	\$8,895	0	\$0
Sr Analysts/Sr Programmer	\$65.08		\$0	16	\$1,041	0	\$0	0	\$0	0	\$0	40	\$2,603
Research Assist./Jr. Programmer	\$36.75		\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
TOTAL LABOR		40	\$4,448	24	\$1,931	16	\$1,779	8	\$890	80	\$8,895	40	\$2,603
Non-Labor Costs													
Travel			\$0		\$0		\$0		\$0		\$0		\$0
Computer			\$0		\$0		\$0		\$0		\$0		\$30,000
TOTAL Non-Labor Costs			\$0		\$0		\$0		\$0		\$0		\$30,000

Appendix Table 2: Detailed Costs (Continued)

USDA

Labor Categories	Assumed Rates	Task 7: Extract and Transfer State FSP Administrative Data		Task 8: Extract and Gain Familiarity with the State Administrative Data Files at Data Access Center		Task 9: Deterministically Link State Administrative Files to CPS Files		Task 10: Assess the Reliability of the Match and Develop Final Files		Task 11: Data Access	
		Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars
Senior Management	\$111.19	0	\$0	0	\$0	0	\$0	0	\$0	20	\$2,224
Sr Analysts/Sr Programmer	\$65.08	0	\$0	0	\$0	0	\$0	20	\$1,302	0	\$0
Research Assist./Jr. Programmer	\$36.75	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
TOTAL LABOR		0	\$0	0	\$0	0	\$0	20	\$1,302	20	\$2,224
Non-Labor Costs											
Travel			\$0		\$0		\$0		\$0		\$0
Computer			\$0		\$0		\$0		\$0		\$0
TOTAL Non-Labor Costs			\$0		\$0		\$0		\$0		\$0

DCF

Labor Categories	Assumed Rates	Task 7: Extract and Transfer State FSP Administrative Data		Task 8: Extract and Gain Familiarity with the State Administrative Data Files at Data Access Center		Task 9: Deterministically Link State Administrative Files to CPS Files		Task 10: Assess the Reliability of the Match and Develop Final Files		Task 11: Data Access	
		Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars
Senior Management	\$111.19	0	\$0	0	\$0	40	\$4,448	0	\$0	0	\$0
Sr Analysts/Sr Programmer	\$65.08	24	\$1,562	40	\$2,603	0	\$0	40	\$2,603	0	\$0
Research Assist./Jr. Programmer	\$36.75	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
TOTAL		24	\$1,562	40	\$2,603	40	\$4,448	40	\$2,603	0	\$0
Non-Labor Costs											
Travel			\$0		\$0		\$0		\$0		\$0
Computer			\$0		\$0		\$0		\$0		\$0
TOTAL Non-Labor Costs			\$0		\$0		\$0		\$0		\$0

Census

Labor Categories	Assumed Rates	Task 7: Extract and Transfer State FSP Administrative Data		Task 8: Extract and Gain Familiarity with the State Administrative Data Files at Data Access Center		Task 9: Deterministically Link State Administrative Files to CPS Files		Task 10: Assess the Reliability of the Match and Develop Final Files		Task 11: Data Access	
		Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars	Total Hours	Total Dollars
Senior Management	\$111.19	0	\$0	0	\$0	40	\$4,448	0	\$0	0	\$0
Sr Analysts/Sr Programmer	\$65.08	0	\$0	200	\$13,016	200	\$13,016	380	\$24,730	0	\$0
Research Assist./Jr. Programmer	\$36.75	0	\$0	0	\$0	0	\$0	0	\$0	500	\$18,375
TOTAL LABOR		0	\$0	200	\$13,016	240	\$17,464	380	\$24,730	500	\$18,375
Non-Labor Costs											
Travel			\$0		\$0		\$0		\$0		\$0
Computer			\$0		\$0		\$0		\$0		\$0
TOTAL Non-Labor Costs			\$0		\$0		\$0		\$0		\$0