Cost Workbook Review – Frequently Asked Questions (FAQ)

1. **What is the purpose of the cost benefit assessment? How will the data be used?**

   Answer: Submitting these data is *critical* and will help HRSA better understand the costs and benefits of the Provide Resiliency Evaluation programs and inform recommendations for future program incentives and investment strategies.

2. **Can you explain why the dates listed on the "E. Target Pop. Information" tab are only half the year (1/1/22 – 6/30/22) rather than the full year?**

   Answer: While the financial data is collected on a calendar year basis, to minimize burden on awardees, the Target Population Data (Tab E) and the Attrition Data (Tab J) are collected based on the HRSA APR periods (Year 1 from January 1, 2022, to June 30, 2022, and Year 2 from July 1, 2022, to June 30, 2023). **Please report data on Tabs E and J using these APR time periods.** Part of our analysis will be to make the adjustments needed to align the data once the Cost Workbooks for all three years are collected.

3. **Should I update the Cost Workbook with our actual spending if it is different than the prepopulated information?**

   Answer: Yes. The prepopulated data in the workbooks is sourced from your initial applications. Given that most organizations have experienced changes in their budget expenditures, **please update the financial information (Tabs D, F, G, H, & I) with your actual expenditures.**

4. **What is the tab "Reviewer Assumptions" about?**

   Answer: If a NORC reviewer felt unsure about a particular calculation made in the workbook, or made an inference not directly stated in the grant materials, then the reviewer entered it an assumption in this tab. The assumptions are included to provide additional context as you review the workbook. This is also an area where you can communicate any notes to NORC when submitting your data.

5. **My program has an estimated unobligated balance for this grant period. How should I handle that?**

   Answer: The cost workbook should reflect funds as they were *actually spent* during the grant period, not what was originally proposed in the application. Please subtract the funds from the respective categories for which the money was not spent. For example, if your application originally stated that $500 would be spent on office supplies, but that money was not spent during the present grant period, then list that category of expenses as $0.

6. **If I hired a contractor, do I need to list them in both the "B. Personnel" and the "D. Contracted Services" tabs?**

   Answer: No; please list the contractor expenditures only once. If you hired an individual contractor (i.e., they received a 1099), you may include them in tab B, and if you hired a company, you may include it in tab D.

7. **For the prepopulated cost workbooks, where did the data for "E. Target Population" tab come from?**

   Answer: We have prepopulated Tab E with data from your Annual Performance Report (APR). Please verify that the information is accurate. If any updates are needed, please provide a brief note describing the changes you made.

8. **What is "J. Attrition and Turnover" tab data?**

   Answer: The attrition and turnover table collects valuable data for the Cost-Benefit Assessment. This table gathers information on employment, recruitment, hiring, and retention **across the organization(s)** where participants received resiliency training. The data will be used to identify differences in attrition and turnover between **employees who participated** in the program and **employees who did not participate**. These differences will help inform the cost-benefit assessment.

   Below are the definitions for each of the data columns in this table:

   - **Profession:**
     This is the general professional category of employees working at the grantee organization.
   - **Number Employed at Start of Project Year:**
     This is the number of individuals employed by the organization at the start of the reporting period.
   - **Number of Positions Recruited for:**
     This is the number of positions the organization sought to fill over the course of the reporting period.
   - **Number of New Staff Hired:**
     This is the number of new staff hired over the course of the reporting period.
   - **Number that Left the Organization:**
     This is the number of staff who left the organization during the reporting period.
   - **Number of Employees that Participated in the Program:**
     This is the number of employees that participated in the employee resiliency training program.
   - **Number of Employees that Left the Program:**
     This is the number of employees that left the employee resiliency training program.

- **Number of Employees that Participated and Left the Organization:**
  This is the number of employees that participated in the employee resiliency training program AND left the grantee organization by the end of the reporting period.
- **Number of Employees that Did Not Participate and Left the Organization:**
  This is the number of employees that DID NOT participate in the employee resiliency training program AND left the grantee organization by the end of the reporting period.