***Outreach Compensation Cost Estimate Form***

**Project/Committee**:

**Select Compensation Type:**

[ ]  Survey (questionnaire, random sample by mail, phone, or email)

[ ]  Interview (a follow-up meeting to a survey of approx. 30-60 minutes)

[ ]  Focus Group (limited term diverse group in guided 1-2 hour meetings on strategy, policy, or product.)

[ ]  Advisory Group/Committee (long-term group of representatives appointed by jurisdictions or interest groups to discuss issues, make recommendations and/or provide key information to governing board.)

**NOTE:** Compensation is prohibited for participants being paid for time through their regular work. Advisory Group compensation is unallowable using Federal or State funds unless specifically authorized by awarding agency.

**Estimate and document reasonable compensation based on level of effort and market rates for similar work done recently (provide source details including dates and amounts in Description). This can be scaled up or down based on time commitment and/or ancillary expenses:**

[ ]  Based on recent PSRC purchase

[ ]  Based on recent similar work done by another agency

**Description:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**Cost Estimate Per Participant: Total Cost Estimate:**

**Compensation Type (see policy:**  [ ]  check [ ]  gift card [ ]  online payment (i.e., Paypal, Venmo, etc)

**for rules pertaining to each type)**

**Anticipated Start Date and Duration:**

**Signature of Preparer**: **Date:**