## APPENDIX 6.—PRICING CHANGES—Continued

[Foods and Services/Miscellaneous Expenses/Housing Related]

Previous	Current	Reason
Price an 8 ounce tube of specific white bathroom caulking, most popular brand.	Price a 5.5 ounce plastic tube of latex white bathroom caulking. ( <i>Not</i> a caulk gun cartridge.) Suggested brand: DAP KWIK SEAL Tub & Tile.	New Size and more description.
<ol> <li>Interior Painting:         <ul> <li>Obtain labor rate, per hour, flat charge, if any, and estimated time to complete the job.</li> </ul> </li> </ol>	Flat charge for painting standard living room. If flat fee unavailable, obtain hourly rate and the total hours necessary to complete job.	More specific discription.

Appendix 7—Nonforeign Area Cost-of-Living Allowances Price Survey Data Collection Procedures

#### Survey Description

The following information will be provided to the participants verbally or in writing. Participants who are familiar with the program and the survey may be provided with less information as appropriate.

## Purpose

The Federal Government pays cost-of-living allowances (COLA) in Alaska, Hawaii, and certain U.S. territories and possessions. Living cost differences are determined by comparing costs of goods, services, housing, transportation, and other items in the allowance area with the cost of the same or similar items and services in the Washington DC area. The U.S. Office of Personnel Management (OPM) is responsible for the operation of the COLA program.

### Data Collection

OPM, or its representative, conducts annual Price Surveys to determine living cost differences. Local governments, retail outlets, realty firms, and businesses providing professional and other services to be surveyed are identified through the use of full-scale Background Surveys, conducted approximately once every five years. Participation in the Price Surveys is voluntary. Data are collected by telephone and/or personal interview.

Wherever practical and appropriate, the price of each good or service is obtained from at least three outlets in each allowance area and at least six outlets in the reference area (i.e., the Washington, DC, area). Realty data may be obtained from one or multiple sources, as appropriate.

#### Release of Information

The price data collected from participating firms may be made available to Congress or to the general public upon request. This includes the name of the company and prices of items or services surveyed. The names of proprietors, managers, or other individuals who provide price information generally will not be made public. However, the Government may release the names of individuals who, on the basis of their expertise, provide opinions or estimates.

## Public Burden Information

Public burden reporting for this collection of information is estimated to vary from 1 to 20 minutes per response. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, NW., Room CHP 500, Washington, DC 20415; and to the Office of Management and Budget, Paperwork Reduction Project (3206–0199), Washington, DC 20503.

Nonforeign Area Cost-of-Living Allowances Price Survey Data Collection Procedures

#### Interview Guidelines

Three types of information are collected in Price surveys: Price of goods and services, rental rates and related information, and home prices and related information. The following are the typical interview questions used to collect these data.

## Price Information Collection

1. What is the regular (non-sale) price of \_\_\_\_\_ (a specific item or

## service)?

Examples of items include, but are not limited to:

## Chuck Roast, Bone In.

Price per pound. Average size package (e.g., not a "family" or "bonus" pack). 1st Choice: Arm pot roast. 2nd Choice: Eye roast.

#### Peas, Frozen.

Price for 10 ounce package. 1st Choice: Bird's Eye.

2nd Choice: Major brand of equivalent quality.

## Men's Jeans.

Price for one pair of blue jeans. 1st Choice: Levi's #501 jeans. 2nd Choice: Equivalent quality jeans. Automobile, New.

"Sticker" price of current year model Honda Civil DX, four door sedan, 1.5 liter, four cylinder engine. (Price options, fees, financing, and taxes separately.)

Example of services include, but are not limited to:

## Woman's Haircut and Styling.

"Regular service" price for a woman's cut and style blow dry. Include wash, but do not include use of curling iron if there is an extra charge.

## Unclog Drain.

Price to unclog kitchen drain by mechanical means (snake, auger, etc.). Only include pipe removal of necessary to access trap.

Film Developing.

Price to process and print 35 millimeter, 24 exposure, 100 ASA color roll film. Single prints only, standard size and finish. Doctor, Office Visit.

Typical fee, after the initial visit, for an office visit when medical advice or simple treatment is all that is needed. Do not include the charge for a complete physical examination, injections, medication, laboratory tests, or similar services.

### Oil Change.

Price of a regular oil change including oil and filter for a current year model Honda Civic DX sedan, 1.5 liter, 4 cylinder engine.

2. Prices of many of the items can be obtained "off-the-shelf" without assistance. Occasionally, when a specific item is not available, assistance from sales or other personnel may be required to identify and price substitution items of comparable quality and quantity.

3. Prices of most services are obtained by telephone or personal interview. A few services are priced with little or no assistance. For example, prices may be obtainable from a displayed price schedule, list, or menu.

## Housing Component—Rental Information Collection

- 1. Describe the location, size, layout, number and types of rooms, and square footage of your rental units.
- 2. Are they apartments, duplexes, town houses, detached houses, or other types of units? Describe.
- 3. Are there additional amenities (e.g., pool, sauna, tennis courts, gym)? If so, describe.
- 4. What is the monthly rent? What is the amount of the security deposit (if any)? What other kinds of fees or assessments are there?
- 5. Are utilities included? Which ones? If you can, please provide information on average monthly or annual costs of utilities paid by tenants.
- 6. Are term leases usually required? What are the conditions and penalties associated with the lease?
- 7. Are there any special restrictions or other factors we should know about (e.g., seasonal tourist trade)?

# Housing Component—Information Collection for Comparable Sales

1. Describe the location, size, layout, number and types of rooms, and square footage of some your recent home sales.