

**PAPERWORK REDUCTION ACT SUBMISSION - OMB SUBMISSION**

**FOOD AND NUTRITION SERVICE**

**PENNSYLVANIA RURAL AREA ELIGIBILITY PILOT**

**OMB NO. 0584-NEW**

**SUPPORTING STATEMENT**

**Part B - Collections of Information Employing Statistical Methods**

- 1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

Three separate universes of respondents will be surveyed:

- i. Sponsors: The universe for the Sponsor Survey was based on 110 percent of the universe found in the PEARS database for 2005. We do not anticipate significant changes between 2005 and 2006. The 10 percent growth estimate for 2005 to 2006 is based on the 2004-2005 growth rate.
- ii. Sites: The universe for site survey was based on 110 percent of the 50 percent rural sites listed in PEARS for 2005 plus twice the number of 40 percent rural sites listed in PEARS for 2005. These are the best growth estimates for sites between 2005 and 2006. The number of new 40 percent rural sites to be added in 2006 could not be known with any exactitude. However, Pennsylvania state staff and sponsors indicate that due to start up time delays, the number of new 40 percent sites was low in 2005. We estimate the number of 40 percent sites will be twice as high in 2006 as in 2005, i.e., 80 sites as opposed to 40 sites. The 10 percent growth estimate for 2005 to 2006 is based on the 2004-2005 growth rate.
- iii. Site monitors: The universe for the monitor survey was based on data provided by the State of Pennsylvania. No changes are anticipated between 2005 and 2006.

**Table 5 - Respondent Selection and Response Rates**

	<b>Universe</b>	<b>Survey Recipients</b>	<b>Response Rate</b>	<b>Survey Respondents</b>
<b>Sponsor Survey</b>	78	78	70%	55
<b>Site Survey</b>	332	332	70%	232
<b>Monitor Survey</b>	27	27	70%	19
<b>Total</b>	437	437	70%	306

In order to learn why some sponsors and sites “drop out” of SFSP, both active and inactive sponsors are included in the survey. The *location rate* (percent of former sponsors found and located) for inactive sponsors may be substantial. However the *response rate* for active sponsors is expected to reach 70 percent. No sampling or stratification will be used. The universes of sponsors, sites and monitors are so small that sampling would increase confidence intervals (or reduce confidence levels) to unacceptable levels. Consequently, all sponsors, sites and monitors from the universes of the populations will be invited to participate in the surveys, and hence, there is no need or possibility of over sampling strata or sub-populations.

- 2. Describe the procedures for the collection of information including:**
- **Statistical methodology for stratification and sample selection,**
  - **Estimation procedure,**
  - **Degree of accuracy needed for the purpose described in the justification,**
  - **Unusual problems requiring specialized sampling procedures, and**
  - **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

As explained in Item B(1) above, the entire universes of sponsors, sites and monitors will be surveyed at the respective numbers shown on Table 5. The inherently small number of respondents in each group makes it necessary to select and include all cases in the study, which precludes the need for applying any statistical methodology for stratification or sample estimation. This is the best way to ensure a high degree of accuracy in assessing the meaning of data obtained from this study. This is a one-time data collection effort. There will be no periodic data collection cycles.

- 3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be**

**provided for any collection that will not yield reliable data that can be generalized to the universe studied.**

Several techniques will be employed to increase the response rates and thus provide USDA-FNS with more useful and reliable results. These include the following:

- Assign each client a unique identification number that we will use to track response rates and to follow-up with non-responders.
  - Send an advance e-mail to each respondent with an initial request signed by the Project Officer, explaining the survey, estimated survey length, the timeframe for completing the interviews, and the location of the survey. It will also describe the importance of the survey and the respondent's participation. The email will have a "return receipt" feature to enable project staff to determine whether the respondent opened the email.
  - Design an easy-to-follow survey.
  - Provide the telephone number of the Project Manager and the USDA-FNS Project Officer so that respondents can call to further confirm the legitimacy of the survey, ask questions, or obtain technical support.
  - Specify survey length at the beginning of the survey.
  - Incorporate both e-mail and telephone follow-up reminders. A second e-mail will be sent to respondents who do not complete the survey to remind them of the importance of the survey.
  - Respondents who do not complete the survey after the second e-mail will be telephoned and encouraged to do so. We will utilize experienced "Refusal Conversion" techniques such as reiterating the criticality of the survey to convince those who ignore or refuse our requests to comply.
  - Provide for a hard copy version of the survey for those who can not/do not respond electronically.
  - Maintain proper sample management (e.g., tracking response rates and reasons for refusals).
- 4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of tests may be submitted for approval separately or in combination with the main collection of information.**

Each survey will be pilot-tested with 9 respondents.

**5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

The key government staff who will supervise the contractor is Sheku G. Kamara, Ph.D., Office of Analysis, Nutrition and Evaluation, Food and Nutrition Service, USDA (703-305-2130).

The contractor is Exceed Corporation, which will be responsible for collecting and analyzing the information for the Food and Nutrition Service, U.S.D.A. Staff at Exceed Corporation who will be conducting the project are: Joe Kirchner, Ph.D., Project Director (301-731-3790 extension 213); Nancy Teed, M.S. (301-731-3790 extension 208); and Jonathan Morancy, M.S. (301-731-3790 extension 222).