

Respondent Type	Respondent Description	Type of Survey Instrument	Appendix	Sample Size	Respondents					Nonrespondents					Total Burden Hours	Hourly Rate (a)	Total Annualized Cost	
					Number of Respondents	Frequency of Response (Annual)	Total Annual Responses	Average Hours Per Response	Sub-Total Annual Burden	Number of Non-Respondents	Frequency of Response (Annual)	Total Annual Responses	Average Hours Per Response	Sub-Total Annual Burden				
State/Local Government	State Child Nutrition Agency Director	State CN agency director notification letter	E	5	5	1	5	0.08	0.42	0	1	0	0.05	0	0.42	\$ 44.40	\$ 18.50	
		State CN agency director recruiting email	H	2	2	1	2	0.08	0.17	0	1	0	0.08	0	0.17	\$ 44.40	\$ 7.40	
		State CN agency director recruiting telephone script	J	2	2	1	2	0.25	0.50	0	1	0	0.25	0	0.50	\$ 44.40	\$ 22.20	
		State CN agency director interview (b)	B	2	2	1	2	2.00	4.00	0	1	0	0.05	0	4.00	\$ 44.40	\$ 177.60	
	School Food Authority Director	Thank-you letter	N	2	2	1	2	0.05	0.10	0	1	0	0.05	0	0.10	\$ 44.40	\$ 4.44	
		SFA director notification letter	F	7	7	1	7	0.05	0.35	0	1	0	0.05	0	0.35	\$ 44.40	\$ 15.54	
		SFA director recruiting email	G	7	7	1	7	0.17	1.17	0	1	0	0.17	0	1.17	\$ 44.40	\$ 51.80	
		SFA director recruiting telephone script	I	7	7	1	7	0.33	2.33	0	1	0	0.33	0	2.33	\$ 44.40	\$ 103.60	
		SFA director/district business manager interview (b) (c)	A	7	7	1	7	3.70	25.90	0	1	0	0.05	0	25.90	\$ 44.40	\$ 1,149.96	
		Thank-you letter	N	7	7	1	7	0.05	0.35	0	1	0	0.05	0	0.35	\$ 44.40	\$ 15.54	
	District Business Manager	SFA director/district business manager interview (b)	A	7	7	1	7	2.00	14.00	0	1	0	0.05	0	14.00	\$ 44.40	\$ 621.60	
		Thank-you letter	N	7	7	1	7	0.05	0.35	0	1	0	0.05	0	0.35	\$ 44.40	\$ 15.54	
	Subtotal of State CN Agency Directors, SFA Directors, and District Business Managers				19	19	3	62	0.80	49.63	0	1	0	0.00	0	49.63	\$ 44.40	\$ 2,203.72
	School Nutrition Manager	Principal/SNM recruiting email	K	21	21	1	21	0.05	1.05	0	1	0	0.05	0	1.05	\$ 21.48	\$ 22.56	
		SNM recruiting telephone script	L	21	21	1	21	0.17	3.50	0	1	0	0.17	0	3.50	\$ 21.48	\$ 75.19	
		SNM interview (b)	C	21	21	1	21	2.50	52.50	0	1	0	0.05	0	52.50	\$ 21.48	\$ 1,127.91	
		Thank-you letter	N	21	21	1	21	0.05	1.05	0	1	0	0.05	0	1.05	\$ 21.48	\$ 22.56	
	Subtotal of School Nutrition Managers				21	21	4	84	0.69	58.10	0	1	0	0.00	0	58.1	\$ 21.48	\$ 1,248.22
	School Principal	Principal/SNM recruiting email	K	21	21	1	21	0.05	1.05	0	1	0	0.05	0	1.05	\$ 37.17	\$ 39.03	
		Principal recruiting telephone script	M	21	21	1	21	0.17	3.50	0	1	0	0.17	0	3.50	\$ 37.17	\$ 130.10	
Principal interview (b)		D	21	21	1	21	1.00	21.00	0	1	0	0.05	0	21.00	\$ 37.17	\$ 780.59		
Thank-you letter		N	21	21	1	21	0.05	1.05	0	1	0	0.05	0	1.05	\$ 37.17	\$ 39.03		
Subtotal of School Principals				21	21	4	84	0.32	26.60	0	1	0	0.00	0	26.6	\$ 37.17	\$ 988.75	
Overall Grand Total for the Burden Request				61	61	4	230	0.58	134.33	0	3	0	0.00	0	134.33		\$ 4,440.69	

(a) Hourly rates are the average of the mean hourly wages, or total annual salaries divided by 2,080 work hours per year (40-hour weeks for 52 weeks), in Alaska, Hawaii, Guam, Puerto Rico, and the U.S. Virgin Islands reported in: Bureau of Labor Statistics, Wages by Occupation, May 2016 (https://www.bls.gov/oes/2016/may/oes_nat.htm).

(b) The burden associated with gathering and submitting requested documents is included in the estimated burden for each interview: 0.50 to 1.50 hours for Appendix A, and 0.50 hours each for Appendices B, C, and D.

(c) The average hours per respondent (3.7 hrs.) reflects a range of 2.5 hours needed from SFA directors in Hawaii and the U.S. Virgin Islands to 4.5 hours needed from SFA directors in Alaska, Guam, and Puerto Rico $((2 \times 2.5 + 3 \times 4.5) / 5 = 3.7 \text{ hrs.})$.