

State / Local Government	Type of respondents	Type of survey instruments	Appendix	Sample Size	Responsive					Non-Responsive					
					Number of respondents	Frequency of response	Total Annual responses	Hours per response	Annual burden (hours)	Number of Non-respondents	Frequency of response	Total Annual responses	Hours per response	Annual burden (hours)	Total Annual hour burden
	State Directors	Hard copy pre-test	N/A	2	2	1	2	1	2	0	1	0	0.50	0	2.00
	State Directors	Web-based Survey	C	55	55	1	55	1	55	0	1	0	0.08	0	55.00
	State Directors	Invitation Letter	B2	55	22	1	22	0.05	1.1	33	1	33	0.00	0	1.10
	State Directors	Follow-up email*	B3	33	13	1	13	0.05	0.65	20	1	20	0.00	0	0.65
	State Directors	Reminder Email - Week 2*	B3	20	8	1	8	0.05	0.4	12	1	12	0.00	0	0.40
	State Directors	Reminder Email - Week 4*	B3	12	5	1	5	0.05	0.25	7	1	7	0.00	0	0.25
	State Directors	Reminder Email - Week 6*	B3	7	3	1	3	0.05	0.15	4	1	4	0.00	0	0.15
	State Directors	Telephone Script - Week 7*	B4.1	4	2	1	2	0.083	0.167	2	1	2	0.00	0	0.17
	State Directors	Telephone Script - Week 8*	B4.1	2	2	1	2	0.083	0.167	0	1	0	0.00	0	0.17
	State Directors	Thank You Letter	B5	55	55	1	55	0.05	2.75	0	0	0	0.00	0	2.75
	State Directors	Email Notification & FAQ	B6	55	55	1	55	0.05	2.75	0	0	0	0.00	0	2.75
	SFA Directors	Hard copy pre-test	N/A	6	6	1	6	1.5	9	0	1	0	0.50	0	9.00
	SFA Directors	Web-based Survey	D	2,188	1,750	1	1,750	2	3,500	438	1	438	0.083	36.50	3,536.50
	SFA Directors	Invitation Letter	B7	2,188	656	1	656	0.05	32.80	1,532	1	1,532	0.00	0	32.80
	SFA Directors	Follow-up email**	B8	1,532	383	1	383	0.05	19.15	1,149	1	1,149	0.00	0	19.15
	SFA Directors	Reminder Email - Week 2**	B8	1,149	287	1	287	0.05	14.35	862	1	862	0.00	0	14.35
	SFA Directors	Reminder Email - Week 5**	B8	862	129	1	129	0.05	6.45	733	1	733	0.00	0	6.45
	SFA Directors	Reminder Email - Week 7**	B8	733	110	1	110	0.05	5.50	623	1	623	0.00	0	5.50
	SFA Directors	Telephone Script - Week 8**	B4.2	623	93	1	93	0.083	7.75	530	1	530	0.00	0	7.75
	SFA Directors	Telephone Script - Week 9**	B4.2	530	53	1	53	0.083	4.42	477	1	477	0.00	0	4.42
	SFA Directors	Telephone Script - Week 10**	B4.2	477	39	1	39	0.083	3.25	438	1	438	0.00	0	3.25
	SFA Directors	Thank You Letter	B9	1,750	1,750	1	1,750	0.05	87.50	0	0	0	0.00	0	87.50
	TOTAL			2,251	1,813	3.02	5,478	0.686	3,755.55	1,532	4.48	6,860	0.005	36.50	3,792.05

*Based on 40 percent response rate for email and telephone reminders until target of 55 respondents are reached.

** Based on declining response rates on subsequent contacts until target of 1,750 respondents is reached. Initial response rate is 30%.

Note: Appendix B1 is an email to FNS Regional Offices (not State or Local governments) and therefore has no burden.

Total				
Type of respondents	Type of survey instruments	Annual hour burden	Hourly Wage	Respondent Cost
State Directors	Hard copy pre-test	2.00	\$ 45.60	\$ 91.20
State Directors	Web-based Survey	55.00	\$ 45.60	\$ 2,508.00
State Directors	Invitation Letter	1.10	\$ 45.60	\$ 50.16
State Directors	Follow-up email	0.65	\$ 45.60	\$ 29.64
State Directors	Reminder Email - Week 2	0.40	\$ 45.60	\$ 18.24
State Directors	Reminder Email - Week 4	0.25	\$ 45.60	\$ 11.40
State Directors	Reminder Email - Week 6	0.15	\$ 45.60	\$ 6.84
State Directors	Telephone Script - Week 7	0.17	\$ 45.60	\$ 7.60
State Directors	Telephone Script - Week 8	0.17	\$ 45.60	\$ 7.60
State Directors	Thank You Letter	2.75	\$ 45.60	\$ 125.40
State Directors	Email Notification & FAQ	2.75	\$ 45.60	\$ 125.40
SFA Directors	Hard copy pre-test	9.00	\$ 27.26	\$ 245.34
SFA Directors	Web-based Survey	3,536.50	\$ 27.26	\$ 96,404.99
SFA Directors	Invitation Letter	32.80	\$ 27.26	\$ 894.13
SFA Directors	Follow-up email	19.15	\$ 27.26	\$ 522.03
SFA Directors	Reminder Email - Week 2	14.35	\$ 27.26	\$ 391.18
SFA Directors	Reminder Email - Week 5	6.45	\$ 27.26	\$ 175.83
SFA Directors	Reminder Email - Week 7	5.50	\$ 27.26	\$ 149.93
SFA Directors	Telephone Script - Week 8	7.75	\$ 27.26	\$ 211.27
SFA Directors	Telephone Script - Week 9	4.42	\$ 27.26	\$ 120.40
SFA Directors	Telephone Script - Week 10	3.25	\$ 27.26	\$ 88.60
SFA Directors	Thank You Letter	87.50	\$ 27.26	\$ 2,385.25
Total		3,792.05		\$ 104,570.41