

# Administrative Costs of Cost-Containment Practices (for WIC State and Local Agencies)

## Overview

As part of the WIC Food Package Costs and Cost Containment study, Insight Policy Research is collecting information on the administrative costs of implementing and maintaining cost-containment practices. The information on administrative costs will be used as part of the overall assessment of various cost-containment practices. The purpose of this questionnaire is to collect information on the administrative costs associated with your WIC State agency cost-containment practices.

We are particularly interested in collecting information on the administrative costs of three types of cost-containment practices:

- 1. Food-item restrictions:** Restrictions on the brand, size, and form of food items authorized for purchase with WIC benefits; these restrictions do **not** include Federal and State requirements for the nutritional content of WIC foods
- 2. Manufacturer rebates on non-infant formula foods:** Competitively solicited, sole-source rebate contracts for a particular food item, such as infant cereal; these rebates do **not** include infant formula rebates
- 3. Limits on the number of authorized vendors:** Non-federally mandated limits on the number of vendors authorized through mechanisms such as vendor-to-participant ratios; these limits do **not** include vendor restrictions based on competitive price selection criteria and maximum allowable reimbursement levels or other price criteria

If you would like to provide administrative costs of other types of cost-containment practices, please use additional sheets, as described in the Instructions tab.

*According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

# Administrative Costs of Cost-Containment Practices (for WIC State and Local Agencies)

## Instructions

**Administrative costs should reflect only those costs associated with the cost-containment portion of each activity and not other aspects of administering WIC, such as meeting the nutrition requirements of food items. The administrative costs should reflect both State and local WIC agency costs if possible.**

**There are four tables (A through D) for each of the seven cost-containment practices:**

Tables 1A through 5D collect information on implementation and ongoing costs of administering **food item restrictions**.

Tables 6A through 6D collect information on implementation and ongoing costs of administering **manufacturer rebates on WIC foods other than infant formula**.

Tables 7A through 7D collect information on implementation and ongoing costs of administering **limits on the number of authorized vendors**.

Tables OthA through OthD collect information on implementation and ongoing costs of administering **other cost-containment practices that you wish to add**.

Tables A through D for each cost-containment practice collect information on the following types of costs:

**Column A** Initial implementation costs (labor cost) (tables 1A, 2A, 3A, 4A, 5A, 6A, 7A, OthA): These are one-time initial labor costs of implementing practice.

**Column B** Initial implementation costs (nonlabor cost) (tables 1B, 2B, 3B, 4B, 5B, 6B, 7B, OthB): These are one-time initial nonlabor costs of implementing practice.

**Column C** Ongoing costs (labor cost) (tables 1C, 2C, 3C, 4C, 5C, 6C, 7C, OthC): These are ongoing annual labor costs of administering/maintaining practice.

**Column D** Ongoing costs (nonlabor cost) (tables 1D, 2D, 3D, 4D, 5D, 6D, 7D, OthD): These are ongoing annual nonlabor costs of administering/maintaining practice.

- 1. Please fill out the Staff tab with (1) all relevant staff categories necessary for cost-containment activities (up to 10), and (2) the annual salary for each staff category. Also enter the labor rate multiplier for fringe benefits, sick leave, and other overhead costs if known. You only need to list the staff categories and annual salaries once. The staff categories will be listed in drop-down menus for easy entry in column A of all applicable subsequent tables, and the annual salary will be included in the formulas used to calculate total annual costs. (Note: Do not leave any blank rows between staff categories; only leave blank rows at the bottom of your staff categories list.)**

**2. For all tables ending in A or C (labor costs), please fill out columns A to C:**

Each of these tables has five columns.

**Column A** identifies labor categories associated with cost-containment activities (see drop-down menu).

**Column B** estimates the number of staff per activity (please enter if more than 1).

**Column C** estimates hours per staff per activity (please enter).

**Column D** calculates the estimated number of FTEs (calculated).

**Column E** calculates the total cost for implementation activities (calculated).

You only need to fill out columns A through C. Column A will have a drop-down menu for the staff categories (that you entered in the Staff tab) and corresponding salaries will automatically be used to calculate the total costs in each row.

Columns D and E will automatically be calculated from columns A through C. These columns are shaded gray.

If Columns A through E are unknown or cannot be filled out, please fill in column G with your best guess of total applicable activity costs. These rows are shaded blue.

**3. For all tables ending in B or D (nonlabor costs), please fill out columns A and B:**

Each of these tables has two columns:

**Column A** identifies the nonlabor activity associated with cost containment (please enter).

**Column B** estimates total nonlabor costs (please enter).

If your State agency uses any additional cost-containment practices, please fill out tables OthA through OthD.

**The table of contents tab has all table names with corresponding tab names, which serve as hyperlinks for navigating to each page.**

## Table of Contents

Table Name	Tab
<b>Least Expensive Brand Practices</b>	
Table 1A. Initial Implementation Costs (Labor) for Least Expensive Brand Practices	<a href="#"><u>1A</u></a>
Table 1B. Initial Implementation Costs (Nonlabor) for Least Expensive Brand Practices	<a href="#"><u>1B</u></a>
Table 1C. Ongoing Costs (Labor) for Least Expensive Brand Practices	<a href="#"><u>1C</u></a>
Table 1D. Ongoing Costs (Nonlabor) for Least Expensive Brand Practices	<a href="#"><u>1D</u></a>
<b>Store Brand Only Practices</b>	
Table 2A. Initial Implementation Costs (Labor) for Store Brand Only Practices	<a href="#"><u>2A</u></a>
Table 2B. Initial Implementation Costs (Nonlabor) for Store Brand Only Practices	<a href="#"><u>2B</u></a>
Table 2C. Ongoing Costs (Labor) for Store Brand Only Practices	<a href="#"><u>2C</u></a>
Table 2D. Ongoing Costs (Nonlabor) for Store Brand Only Practices	<a href="#"><u>2D</u></a>
<b>Minimum Package Sizes</b>	
Table 3A. Initial Implementation Costs (Labor) for Minimum Package Sizes	<a href="#"><u>3A</u></a>
Table 3B. Initial Implementation Costs (Nonlabor) for Minimum Package Sizes	<a href="#"><u>3B</u></a>
Table 3C. Ongoing Costs (Labor) for Minimum Package Sizes	<a href="#"><u>3C</u></a>
Table 3D. Ongoing Costs (Nonlabor) for Minimum Package Sizes	<a href="#"><u>3D</u></a>
<b>Limits on Form and Type</b>	
Table 4A. Initial Implementation Costs (Labor) for Limits on Form and Type	<a href="#"><u>4A</u></a>
Table 4B. Initial Implementation Costs (Nonlabor) for Limits on Form and Type	<a href="#"><u>4B</u></a>
Table 4C. Ongoing Costs (Labor) for Limits on Form and Type	<a href="#"><u>4C</u></a>
Table 4D. Ongoing Costs (Nonlabor) for Limits on Form and Type	<a href="#"><u>4D</u></a>
<b>Limits on Number of Alternatives</b>	
Table 5A. Initial Implementation Costs (Labor) for Limits on Number of Alternatives	<a href="#"><u>5A</u></a>
Table 5B. Initial Implementation Costs (Nonlabor) for Limits on Number of Alternatives	<a href="#"><u>5B</u></a>
Table 5C. Ongoing Costs (Labor) for Limits on Number of Alternatives	<a href="#"><u>5C</u></a>
Table 5D. Ongoing Costs (Nonlabor) for Limits on Number of Alternatives	<a href="#"><u>5D</u></a>

<b>Non-Infant Formula Manufacturer Rebates</b>	
Table 6A. Initial Implementation Costs (Labor) for Non-Infant Formula Manufacturer Rebates	<a href="#"><u>6A</u></a>
Table 6B. Initial Implementation Costs (Nonlabor) for Non-Infant Formula Manufacturer Rebates	<a href="#"><u>6B</u></a>
Table 6C. Ongoing Costs (Labor) for Non-Infant Formula Manufacturer Rebates	<a href="#"><u>6C</u></a>
Table 6D. Ongoing Costs (Nonlabor) for Non-Infant Formula Manufacturer Rebates	<a href="#"><u>6D</u></a>
<b>Limits on Number of Authorized Vendors</b>	
Table 7A. Initial Implementation Costs (Labor) for Limits on Number of Authorized Vendors	<a href="#"><u>7A</u></a>
Table 7B. Initial Implementation Costs (Nonlabor) for Limits on Number of Authorized Vendors	<a href="#"><u>7B</u></a>
Table 7C. Ongoing Costs (Labor) for Limits on Number of Authorized Vendors	<a href="#"><u>7C</u></a>
Table 7D. Ongoing Costs (Nonlabor) for Limits on Number of Authorized Vendors	<a href="#"><u>7D</u></a>
<b>Additional State Practices</b>	
Table OthA. Initial Implementation Costs (Labor) for _____	<a href="#"><u>OthA</u></a>
Table OthB Initial Implementation Costs (Nonlabor) for _____	<a href="#"><u>OthB</u></a>
Table OthC Ongoing Costs (Labor) for _____	<a href="#"><u>OthC</u></a>
Table OthD. Ongoing Costs (Nonlabor) for _____	<a href="#"><u>OthD</u></a>

Staff Categories	Annual Salary
Director (example)	\$175,000
Assistant Director (example)	\$90,000
Analyst (example)	\$75,000

<b>Labor Rate Multiplier</b> (for fringe benefits, sick leave, and other overhead costs if known)	1
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**Table 1A. Initial Implementation Costs (Labor) for Least Expensive Brand Practices**

<b>Column A Activity and Staff Category</b>	<b>Column B Number of Staff</b>	<b>Column C Hours per Staff</b>	<b>Column D FTEs</b>	<b>Column E Total Annual Costs</b>
<b>Determining which foods to restrict<sup>a</sup></b>				
Director (example)	1	320	0.15	\$26,923
Assistant Director (example)	1	320	0.15	\$13,846
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Designing approach to implementing practice<sup>b</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Negotiating and preparing vendor agreements and initial vendor training<sup>c</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0





Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Establishing IT or other processes to implement and monitor food-item restrictions<sup>f</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$40,769</b>
<b>Total Estimated Costs</b>				<b>\$0</b>

<sup>a</sup>Includes activities to determine which food categories will be affected by restrictions (e.g., restriction applies to milk, cheese, and eggs), such as gathering and reviewing market data on prices of food items; capabilities of vendors to implement restrictions; and gathering and reviewing information on participant preferences for brands

<sup>b</sup>Includes designing approach, working with vendors, and testing methodology for implementing food-item restriction

<sup>e</sup>Includes documenting steps, negotiating and preparing agreements with vendors, and initial training of vendors

<sup>d</sup>Includes activities such as developing, preparing, and distributing revised food lists

<sup>e</sup>Includes communicating food-item restrictions to WIC participants through training and other information

<sup>f</sup>Includes development of IT or other processes and training of WIC staff required to implement and monitor food restrictions

**Table 1B. Initial Implementation Costs (Nonlabor) for Least Expensive Brand Practices**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$3,000
<b>Total</b>	<b>\$3,000</b>

**Table 1C. Ongoing Costs (Labor) for Least Expensive Brand Practices**

Column A Activity and Staff Category	Column B Number of Staff	Column C Hours per Staff	Column D FTEs	Column E Total Annual Costs
<b>Determining which foods to restrict<sup>a</sup></b>				
Analyst (example)	1	320	0.15	\$11,538
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Designing approach to implementing practice<sup>b</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Negotiating and preparing vendor agreements and initial vendor training<sup>c</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0



Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Establishing IT or other processes to implement and monitor food-item restrictions<sup>f</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$11,538</b>
<b>Total Estimated Costs</b>				<b>\$0</b>

<sup>a</sup>Includes activities to determine which food categories will be affected by restrictions (e.g., restriction applies to milk, cheese, and eggs), such as gathering and reviewing market data on prices of food items; capabilities of vendors to implement restrictions; and gathering and reviewing information on participant preferences for brands

<sup>b</sup>Includes designing approach, working with vendors, and testing methodology for implementing food-item restriction

<sup>e</sup>Includes documenting steps, negotiating and preparing agreements with vendors, and initial training of vendors

<sup>d</sup>Includes activities such as developing, preparing, and distributing revised food lists

<sup>e</sup>Includes communicating food-item restrictions to WIC participants through training and other information

<sup>f</sup>Includes development of IT or other processes and training of WIC staff required to implement and monitor food restrictions

**Table 1D. Ongoing Costs (Nonlabor) for Least Expensive Brand Practices**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$600
<b>Total</b>	<b>\$600</b>







Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Establishing IT or other processes to implement and monitor food-item restrictions<sup>f</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$40,769</b>
<b>Total Estimated Costs</b>				<b>\$0</b>

<sup>a</sup>Includes activities to determine which food categories will be affected by restrictions (e.g., restriction applies to milk, cheese, and eggs), such as gathering and reviewing market data on prices of food items; capabilities of vendors to implement restrictions; and gathering and reviewing information on participant preferences for brands

<sup>b</sup>Includes designing approach, working with vendors, and testing methodology for implementing food-item restriction

<sup>e</sup>Includes documenting steps, negotiating and preparing agreements with vendors, and initial training of vendors

<sup>d</sup>Includes activities such as developing, preparing, and distributing revised food lists

<sup>e</sup>Includes communicating food-item restrictions to WIC participants through training and other information

<sup>f</sup>Includes development of IT or other processes and training of WIC staff required to implement and monitor food restrictions

**Table 2B. Initial Implementation Costs (Nonlabor) for Store Brand Only Practices**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$3,000
<b>Total</b>	<b>\$3,000</b>

**Table 2C. Ongoing Costs (Labor) for Store Brand Only Practices**

<b>Column A Activity and Staff Category</b>	<b>Column B Number of Staff</b>	<b>Column C Hours per Staff</b>	<b>Column D FTEs</b>	<b>Column E Total Annual Costs</b>
<b>Determining which foods to restrict<sup>a</sup></b>				
Analyst (example)	1	320	0.15	\$11,538
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Designing approach to implementing practice<sup>b</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Negotiating and preparing vendor agreements and initial vendor training<sup>c</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0



Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Establishing IT or other processes to implement and monitor food-item restrictions<sup>f</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$11,538</b>
<b>Total Estimated Costs</b>				<b>\$0</b>

<sup>a</sup>Includes activities to determine which food categories will be affected by restrictions (e.g., restriction applies to milk, cheese, and eggs), such as gathering and reviewing market data on prices of food items; capabilities of vendors to implement restrictions; and gathering and reviewing information on participant preferences for brands

<sup>b</sup>Includes designing approach, working with vendors, and testing methodology for implementing food-item restriction



<sup>e</sup>Includes documenting steps, negotiating and preparing agreements with vendors, and initial training of vendors

<sup>d</sup>Includes activities such as developing, preparing, and distributing revised food lists

<sup>e</sup>Includes communicating food-item restrictions to WIC participants through training and other information

<sup>f</sup>Includes development of IT or other processes and training of WIC staff required to implement and monitor food restrictions

**Table 2D. Ongoing Costs (Nonlabor) for Store Brand Only Practices**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$600
<b>Total</b>	<b>\$600</b>

**Table 3A. Initial Implementation Costs (Labor) for Minimum Package Sizes**

Column A Activity and Staff Category	Column B Number of Staff	Column C Hours per Staff	Column D FTEs	Column E Total Annual Costs
<b>Determining which foods to restrict<sup>a</sup></b>				
Director (example)	1	320	0.15	\$26,923
Assistant Director (example)	1	320	0.15	\$13,846
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Designing approach to implementing practice<sup>b</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Negotiating and preparing vendor agreements and initial vendor training<sup>c</sup></b>				



			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Establishing IT or other processes to implement and monitor food-item restrictions<sup>f</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$40,769</b>

<b>Total Estimated Costs</b>	<b>\$0</b>
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<sup>a</sup>Includes activities to determine which food categories will be affected by restrictions (e.g., restriction applies to milk, cheese, and eggs), such as gathering and reviewing market data on prices of food items; capabilities of vendors to implement restrictions; and gathering and reviewing information on participant preferences for brands

<sup>b</sup>Includes designing approach, working with vendors, and testing methodology for implementing food-item restriction

<sup>c</sup>Includes documenting steps, negotiating and preparing agreements with vendors, and initial training of vendors

<sup>d</sup>Includes activities such as developing, preparing, and distributing revised food lists

<sup>e</sup>Includes communicating food-item restrictions to WIC participants through training and other information

<sup>f</sup>Includes development of IT or other processes and training of WIC staff required to implement and monitor food restrictions



**Table 3C. Ongoing Costs (Labor) for Minimum Package Sizes**

Column A Activity and Staff Category	Column B Number of Staff	Column C Hours per Staff	Column D FTEs	Column E Total Annual Costs
<b>Determining which foods to restrict<sup>a</sup></b>				
Analyst (example)	1	320	0.15	\$11,538
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Designing approach to implementing practice<sup>b</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Negotiating and preparing vendor agreements and initial vendor training<sup>c</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0





Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Establishing IT or other processes to implement and monitor food-item restrictions<sup>f</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$11,538</b>
<b>Total Estimated Costs</b>				<b>\$0</b>

<sup>a</sup>Includes activities to determine which food categories will be affected by restrictions (e.g., restriction applies to milk, cheese, and eggs), such as gathering and reviewing market data on prices of food items; capabilities of vendors to implement restrictions; and gathering and reviewing information on participant preferences for brands

<sup>b</sup>Includes designing approach, working with vendors, and testing methodology for implementing food-item restriction

<sup>c</sup>Includes documenting steps, negotiating and preparing agreements with vendors, and initial training of vendors

<sup>d</sup>Includes activities such as developing, preparing, and distributing revised food lists

<sup>e</sup>Includes communicating food-item restrictions to WIC participants through training and other information

<sup>f</sup>Includes development of IT or other processes and training of WIC staff required to implement and monitor food restrictions

**Table 3D. Ongoing Costs (Nonlabor) for Minimum Package Sizes**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$600
<b>Total</b>	<b>\$600</b>

**Table 4A. Initial Implementation Costs (Labor) for Limits on Form and Type**

Column A Activity and Staff Category	Column B Number of Staff	Column C Hours per Staff	Column D FTEs	Column E Total Annual Costs
<b>Determining which foods to restrict<sup>a</sup></b>				
Director (example)	1	320	0.15	\$26,923
Assistant Director (example)	1	320	0.15	\$13,846
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Designing approach to implementing practice<sup>b</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Negotiating and preparing vendor agreements and initial vendor training<sup>c</sup></b>				



			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Establishing IT or other processes to implement and monitor food-item restrictions<sup>f</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$40,769</b>

<b>Total Estimated Costs</b>
------------------------------

<b>\$0</b>
------------

<sup>a</sup>Includes activities to determine which food categories will be affected by restrictions (e.g., restriction applies to milk, cheese, and eggs), such as gathering and reviewing market data on prices of food items; capabilities of vendors to implement restrictions; and gathering and reviewing information on participant preferences for brands

<sup>b</sup>Includes designing approach, working with vendors, and testing methodology for implementing food-item restriction

<sup>c</sup>Includes documenting steps, negotiating and preparing agreements with vendors, and initial training of vendors

<sup>d</sup>Includes activities such as developing, preparing, and distributing revised food lists

<sup>e</sup>Includes communicating food-item restrictions to WIC participants through training and other information

<sup>f</sup>Includes development of IT or other processes and training of WIC staff required to implement and monitor food restrictions



**Table 4B. Initial Implementation Costs (Nonlabor) for Limits on Form and Type**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$3,000
<b>Total</b>	<b>\$3,000</b>

**Table 4C. Ongoing Costs (Labor) for Limits on Form and Type**

<b>Column A Activity and Staff Category</b>	<b>Column B Number of Staff</b>	<b>Column C Hours per Staff</b>	<b>Column D FTEs</b>	<b>Column E Total Annual Costs</b>
<b>Determining which foods to restrict<sup>a</sup></b>				
Analyst (example)	1	320	0.15	\$11,538
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Designing approach to implementing practice<sup>b</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Negotiating and preparing vendor agreements and initial vendor training<sup>c</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0



Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Establishing IT or other processes to implement and monitor food-item restrictions<sup>f</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$11,538</b>
<b>Total Estimated Costs</b>				<b>\$0</b>

<sup>a</sup>Includes activities to determine which food categories will be affected by restrictions (e.g., restriction applies to milk, cheese, and eggs), such as gathering and reviewing market data on prices of food items; capabilities of vendors to implement restrictions; and gathering and reviewing information on participant preferences for brands

<sup>b</sup>Includes designing approach, working with vendors, and testing methodology for implementing food-item restriction

<sup>e</sup>Includes documenting steps, negotiating and preparing agreements with vendors, and initial training of vendors

<sup>d</sup>Includes activities such as developing, preparing, and distributing revised food lists

<sup>e</sup>Includes communicating food-item restrictions to WIC participants through training and other information

<sup>f</sup>Includes development of IT or other processes and training of WIC staff required to implement and monitor food restrictions

**Table 4D. Ongoing Costs (Nonlabor) for Limits on Form and Type**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$600
<b>Total</b>	<b>\$600</b>

**Table 5A. Initial Implementation Costs (Labor) for Limits on Number of Alternatives**

Column A Activity and Staff Category	Column B Number of Staff	Column C Hours per Staff	Column D FTEs	Column E Total Annual Costs
<b>Determining which foods to restrict<sup>a</sup></b>				
Director (example)	1	320	0.15	\$26,923
Assistant Director (example)	1	320	0.15	\$13,846
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Designing approach to implementing practice<sup>b</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Negotiating and preparing vendor agreements and initial vendor training<sup>c</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0





Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Establishing IT or other processes to implement and monitor food-item restrictions<sup>f</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$40,769</b>
<b>Total Estimated Costs</b>				<b>\$0</b>

<sup>a</sup>Includes activities to determine which food categories will be affected by restrictions (e.g., restriction applies to milk, cheese, and eggs), such as gathering and reviewing market data on prices of food items; capabilities of vendors to implement restrictions; and gathering and reviewing information on participant preferences for brands

<sup>b</sup>Includes designing approach, working with vendors, and testing methodology for implementing food-item restriction

<sup>c</sup>Includes documenting steps, negotiating and preparing agreements with vendors, and initial training of vendors

<sup>d</sup>Includes activities such as developing, preparing, and distributing revised food lists

<sup>e</sup>Includes communicating food-item restrictions to WIC participants through training and other information

<sup>f</sup>Includes development of IT or other processes and training of WIC staff required to implement and monitor food restrictions

**Table 5B. Initial Implementation Costs (Nonlabor) for Limits on Number of Alternatives**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$3,000
<b>Total</b>	<b>\$3,000</b>

**Table 5C. Ongoing Costs (Labor) for Limits on Number of Alternatives**

Column A Activity and Staff Category	Column B Number of Staff	Column C Hours per Staff	Column D FTEs	Column E Total Annual Costs
<b>Determining which foods to restrict<sup>a</sup></b>				
Analyst (example)	1	320	0.15	\$11,538
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Designing approach to implementing practice<sup>b</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Negotiating and preparing vendor agreements and initial vendor training<sup>c</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0



Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Establishing IT or other processes to implement and monitor food-item restrictions<sup>f</sup></b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$11,538</b>
<b>Total Estimated Costs</b>				<b>\$0</b>

<sup>a</sup>Includes activities to determine which food categories will be affected by restrictions (e.g., restriction applies to milk, cheese, and eggs), such as gathering and reviewing market data on prices of food items; capabilities of vendors to implement restrictions; and gathering and reviewing information on participant preferences for brands

<sup>b</sup>Includes designing approach, working with vendors, and testing methodology for implementing food-item restriction

<sup>e</sup>Includes documenting steps, negotiating and preparing agreements with vendors, and initial training of vendors

<sup>d</sup>Includes activities such as developing, preparing, and distributing revised food lists

<sup>e</sup>Includes communicating food-item restrictions to WIC participants through training and other information

<sup>f</sup>Includes development of IT or other processes and training of WIC staff required to implement and monitor food restrictions

**Table 5D. Ongoing Costs (Nonlabor) for Limits on Number of Alternatives**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$600
<b>Total</b>	<b>\$600</b>



**Table 6A. Initial Implementation Costs (Labor) for Non-Infant Formula Manufacturer Rebates**

<b>Column A Activity and Staff Category</b>	<b>Column B Number of Staff</b>	<b>Column C Hours per Staff</b>	<b>Column D FTEs</b>	<b>Column E Total Annual Costs</b>
<b>Determining which WIC foods to request bids from manufacturers for rebates</b>				
Director (example)	1	320	0.15	\$26,923
Assistant Director (example)	1	320	0.15	\$13,846
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Requesting and reviewing bids from manufacturers for rebates</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Negotiating State contracts with manufacturers</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0



Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other tasks associated with establishing rebate contracts</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Updating existing food lists</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>WIC participant training and communication about rebate foods and brands</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0

			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>WIC vendor training and communication about rebate foods and brands</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$40,769</b>

Total Estimated Costs

\$0

**Table 6B. Initial Implementation Costs (Nonlabor) for Non-Infant Formula Manufacturer Rebates**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$3,000
<b>Total</b>	<b>\$3,000</b>

**Table 6C. Ongoing Costs (Labor) for Non-Infant Formula Manufacturer Rebates**

Column A Activity and Staff Category	Column B Number of Staff	Column C Hours per Staff	Column D FTEs	Column E Total Annual Costs
<b>Determining which WIC foods to request bids from manufacturers for rebates</b>				
Analyst (example)	1	320	0.15	\$11,538
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Requesting and reviewing bids from manufacturers for rebates</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Negotiating State contracts with manufacturers</b>				
			0.00	\$0





			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other tasks associated with establishing rebate contracts</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Updating existing food lists</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>WIC participant training and communication about rebate foods and brands</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0

			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>WIC vendor training and communication about rebate foods and brands</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	

	<b>Total</b>	<b>\$11,538</b>
	<b>Total Estimated Costs</b>	<b>\$0</b>

**Table 6D. Ongoing Costs (Nonlabor) for Non-Infant Formula Manufacturer Rebates**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$600
<b>Total</b>	<b>\$600</b>

**Table 7A. Initial Implementation Costs (Labor) for Limits on Number of Authorized Vendors**

Column A Activity and Staff Category	Column B Number of Staff	Column C Hours per Staff	Column D FTEs	Column E Total Annual Costs
<b>Determination of the limit on the number of authorized vendors</b>				
Director (example)	1	320	0.15	\$26,923
Assistant Director (example)	1	320	0.15	\$13,846
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Documenting and communicating limits on the number of authorized vendors</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Establishing IT or Other Processes to Implement Limits on Authorized Vendors</b>				
			0.00	\$0

			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$40,769</b>
<b>Total Estimated Costs</b>				<b>\$0</b>

**Table 7B. Initial Implementation Costs (Nonlabor) for Limits on Number of Authorized Vendors**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$3,000
<b>Total</b>	<b>\$3,000</b>

**Table 7C. Ongoing Costs (Labor) for Limits on Number of Authorized Vendors**

Column A Activity and Staff Category	Column B Number of Staff	Column C Hours per Staff	Column D FTEs	Column E Total Annual Costs
<b>Determination of the limit on the number of authorized vendors</b>				
Director (example)	1	320	0.15	\$26,923
Assistant Director (example)	1	320	0.15	\$13,846
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Documenting and communicating limits on the number of authorized vendors</b>				
	1	320	0.15	\$0
	1	320	0.15	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Establishing IT or Other Processes to Implement Limits on Authorized Vendors</b>				
	1	320	0.15	\$0



	1	320	0.15	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Other</b>				
	1	320	0.15	\$0
	1	320	0.15	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
			<b>Total</b>	<b>\$40,769</b>
<b>Total Estimated Costs</b>				<b>\$0</b>

**Table 7D. Ongoing Costs (Nonlabor) for Limits on Number of Authorized Vendors**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$600
<b>Total</b>	<b>\$600</b>

Table OthA. Initial Implementation Costs (Labor) for \_\_\_\_\_

Column A Activity and Staff Category	Column B Number of Staff	Column C Hours per Staff	Column D FTEs	Column E Total Annual Costs
Director (example)	1	320	0.15	\$26,923
Assistant Director (example)	1	320	0.15	\$13,846
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Total</b>				<b>\$40,769</b>

**Table OthB. Initial Implementation Costs (Nonlabor) for -----**

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$3,000
<b>Total</b>	<b>\$3,000</b>

Table OthC. Ongoing Costs (Labor) for -----

Column A Activity and Staff Category	Column B Number of Staff	Column C Hours per Staff	Column D FTEs	Column E Total Annual Costs
Director (example)	1	320	0.15	\$26,923
Assistant Director (example)	1	320	0.15	\$13,846
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
			0.00	\$0
Total estimate (if staff categories and salaries are unknown)	N/A	N/A	N/A	
<b>Total</b>				<b>\$40,769</b>

Table OthD. Ongoing Costs (Nonlabor) for -----

<b>Column A Nonlabor Activity</b>	<b>Column B Cost of Nonlabor Activity</b>
Printing (example)	\$600
<b>Total</b>	<b>\$600</b>