

Memorandum

Date: July 24, 2018

To: Stephanie Tatham, OMB Desk Officer, Office of Information and Regulatory Affairs, Office of Management and Budget

Through: Ruth Brown, Desk Officer, United States Department of Agriculture, Office of the Chief Information Officer

From: Christina Sandberg, Information Collection Clearance Officer, Food and Nutrition Service, Planning & Regulatory Affairs C.S.

Re: Generic OMB Clearance No. 0584-0613 –Special Nutrition Programs Quick Response Surveys: 2018 Sample Frame Memo

The Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) is requesting approval to collect sample frame information under Approved Generic OMB Clearance No. 0584-0613 Special Nutrition Programs Quick Response Surveys, expiration date 02/28/2021.

This memorandum is to acquire clearance to collect work-related contact information for local administrators and other characteristics of local entities of the Special Nutrition Programs (SNPs) from State agency SNP administrators. This information will serve as SNP sample frames needed to conduct SNP Quick Response Surveys (QRS). The following information is provided for your review:

1. **Title of the Project:** Special Nutrition Programs Quick Response Surveys: 2018 Sample Frame Collection
2. **Control Number:** 0584-0613, Expires 02/28/2021
3. **Public Affected by this Project:** State and Tribal Governments, specifically State SNP program administrators from the following programs:
 - Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
 - National School Lunch Program (NSLP) and School Breakfast Program (SBP)
 - Summer Food Service Program (SFSP)
 - Child and Adult Care Food Program (CACFP)
 - Emergency Food Assistance Program (TEFAP)
 - Fresh Fruit and Vegetable Program (FFVP)
 - Food Distribution Program on Indian Reservations (FDPIR)
 - Commodity Supplemental Food Program (CSFP)

4. Number of Respondents & Research Activities:

Table 4.1 below lists each type of respondent that will be contacted as part of the SNP QRS sample frame collection in 2018, including the associated research activity (or type of contact request) and the number of respondents who will be contacted for each activity.

Table 4.1 – Respondents Contacted and Type of Contact in 2018

Type of Respondent	Research Activity	Number of 2018 Respondents*
WIC State Agency	Local WIC Agency Contacts Request	90
	Reminder 1	36
	Reminder 2	18
NSLP/SBP State Agency	SFA Contacts Request	56
	Reminder 1	22
	Reminder 2	11
SFSP State Agency	Local SFSP Sponsor Contacts Request	54
	Reminder 1	22
	Reminder 2	11
CACFP State Agency	Local CACFP Sponsors/Sites Contacts Request	54
	Reminder 1	22
	Reminder 2	11
TEFAP State Agency	Local Agency Contacts Request	55
	Reminder 1	22
	Reminder 2	11
FFVP State Agency	Local FFVP Contacts Request	56
	Reminder 1	22
	Reminder 2	11
FDPIR State Agency	Local FDPIR Contacts Request	105
	Reminder 1	42
	Reminder 2	63
CSFP State Agency	Local CSFP Contacts Request	51
	Reminder 1	20
	Reminder 2	10
TOTAL NUMBER OF RESPONDENTS**		521

*Includes responders and non-responders

**Based on the total number of respondents that could respond for each type of respondent group

5. Time Needed Per Response:

The estimated time needed for the contact requests and the reminders are shown in Table 5.1. The estimated times for the contact requests and the reminders are the same for all of the State agencies. This request does not have any research activities.

Table 5.1 – Time Needed for the Contact Request and the Reminders for All State Agencies

Activity	Time (minutes)	Time (hours)
Contact Request	60 minutes	1 hour
Reminder 1	3 minutes	0.05 hours
Reminder 2	3 minutes	0.05 hours

6. Total Burden Hours on Public:

Total burden is presented in the enclosed burden table entitled *Appendix A: Estimated Burden for Data Collection and Nonresponse for SNP QRS Sample Frames*. The total burden hours that will be used for sample frame collection in 2018 are: 533.

7. Project Purpose, Methodology, and Research Design:

Background

The SNP QRS Sample Frame collection will allow FNS to quickly collect work-related contact information for local administrators and other characteristics of local entities of the SNPs from State agency administrators of the nine programs listed under #3 of this memo. This local information will be collected from State agency (SA) SNP administrators and will serve as SNP sample frames (i.e., the universe of respondents for any entity) to support the SNP Quick Response Surveys (QRSs) and other FNS studies. This is the second collection under the SNP QRS umbrella clearance (OMB #0584-0613 Special Nutrition Programs Quick Response Surveys; Expiration date 2/28/21).

FNS conducts multiple complex studies on broad topics about each SNP. Studies involving the same SNP may burden State and local administrators multiple times per year for the same work-related contact information and other characteristics of local entities. Although the sample frame information collected is for the stated purpose of conducting these short, quick-turnaround research studies, this information can also be used for other FNS-sponsored studies of the same programs, thereby alleviating burden to State agencies. Compiling a comprehensive list of State and local-level program administrators can be time consuming and prolong completion of studies. Similarly, data collection and follow-up efforts may be prolonged if the most up-to-date information is not used to contact respondents. Compilation of the SNP QRS sample frames will provide a more expedient mechanism for obtaining and maintaining respondent contact and characteristic information necessary for conducting studies.

Purpose

The SNP QRS sample frames will provide FNS and the study team with sample frames to use in conducting the SNP QRS and other studies with the same respondent groups. The type of respondent contact information collected from State agencies about the local entities under their purview will generally include: name, position title, work telephone number, work address, and work email, at a minimum, but may include other characteristics related to the

program entity (e.g., region, urbanicity, caseload) that will vary by SNP and provide variables to support sampling stratification.

Methodology/Research Design

Assembly of SNP sampling frames with updated LA contact information and other necessary frame-level characteristics will be accomplished through an email request to SA administrators. As it is expected that most SAs will have this information readily available, the information can be submitted electronically in a spreadsheet or other electronic format in which the information is already stored (e.g., document, database file). In this first year of sample frame collection, SA administrators will be provided with a template electronic spreadsheet that can be used to populate contact and other information for LAs (see Figure 1 and Appendix C for an example of the spreadsheet template for SNP local agency contact information; see Appendix B for a template of the email that would accompany this spreadsheet). In subsequent years, SAs will be provided with a prepopulated spreadsheet that they will be requested to update. Contact lists obtained from each SNP’s electronic spreadsheet or other files will be consolidated to create sample frames for each respective SNP.

Figure 1. Spreadsheet Template for SNP Local Agencies

Contact Information at Local [INSERT PROGRAM NAME]									
Local [INSERT PROGRAM NAME] Agency	Director First Name	Director Last Name	Position Title	Telephone Number	Email Address	Mailing Address	City	State	ZIP
[LOCAL AGENCY 1]									
[LOCAL AGENCY 2]									
[LOCAL AGENCY 3]									

Design/Sampling Procedures

Sample frames will represent a census of all agencies; therefore, no sampling of these entities will take place.

Recruitment and Consent

For this sample frame collection, FNS will liaise with FNS Regional offices to collect and verify contact information for its State program offices. SA administrators will be contacted by the study team via email with a request that they complete, update, and/or confirm the LA contact information contained in an electronic spreadsheet for their program. SA administrators will also be given the option to submit their current LA contact lists in the format available. The email will explain that either approach is acceptable. Follow-up using email may also be used to remind respondents of the request and encourage their response (see Appendix B for the reminder email that will be sent to SA administrators). All initial contact and follow-up procedures will be the same for each type of SA respondent.

While this information collection is voluntary, in most cases, FNS expects that collection of LA contact information from SAs will be a census.

The SNP SA administrators providing contact information for the sample frames will not receive an incentive payment or gift.

8. Confidentiality:

All contact information gathered from SNP State administrators pertaining to local-level SNP officials is for research purposes only and will be kept private to the full extent allowed by law. State administrators providing this information will be assured that respondent contact information (name, work phone number, and work email) will remain private and will only be used for the purposes of contacting local SNP staff to participate in a QRS or other FNS study.

FNS published a system of record notice (SORN) titled FNS-8 USDA/FNS Studies and Reports in the *Federal Register* on April 25, 1991, volume 56, pages 19078-19080, that discusses the terms of protections that will be provided to respondents. FNS and the study team will comply with the requirements of the Privacy Act of 1974.

9. Federal Costs: \$271,278

We estimate that Federal employees will spend approximately 200 hours overseeing the compilation of the sample frame information in 2018. Using the hourly wage rate of \$45.59 for a GS-12, step 6 Federal employee from the 2018 Washington, DC locality pay table, the estimated 2018 costs equal \$9,118. Contractor costs associated with compiling sample frame information will total \$262,160 to the Federal government this year. When combining the Federal employee and contractor costs, the total annual cost to the Federal government for this collection is estimated at \$271,278.

10. Appendices (including Research Tools/Instruments):

- Appendix A: Estimated Burden for Data Collection and Nonresponse for SNP QRS Sample Frames
- Appendix B: Emails from FNS Contractor to SA SNP Director
 - i. B-1: Template Email
 - ii. B-2: Reminder Email
- Appendix C: Spreadsheet Template