

	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T		
1	Affected Public	Respondent Description	Type of Survey Instrument		Appendices	Sample size	Estimated Sample Size and Respondent Burden													Hourly Rate	Total Annualized Cost
2							Responses					Non-Responses					Grand Total				
3							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	Est. Grand Total Burden hours for respondents and non respondents				
4			Pretest for 2 SPS questions		AO	6	6	1	6	0.2500	1.5000	0	1	0	0.250	0	1.5000	7.25	10.88		
5			Pre-SPS Invitation Letter (a)		D	7,590	6,831	1	6,831	0.0501	342.2331	759	1	0	0.050	0	342.2331	7.25	2481.19		
6			Pre-SPS - Web(c)		E	6,831	1,025	1	1,025	0.3340	342.2331	5806	1	0	0.334	0	342.2331	7.25	2481.19		
7			SPS Reminder Postcard - 1 (b)		F	7,590	4,554	1	4,554	0.0167	76.0518	3036	1	0	0.017	0	76.0518	7.25	551.38		
8			Pre-SPS Reminder Letter 1 (d)		G	6,565	5,909	1	5,909	0.0167	98.6772	657	1	0	0.017	0	98.6772	7.25	715.41		
9			Pre-SPS Teleform - 1 (e)		E	5,909	2,068	1	2,068	0.3340	690.7405	3841	1	0	0.334	0	690.7405	7.25	5007.87		
10			SPS Reminder Postcard -2 (b)		H	6,565	3,939	1	3,939	0.0167	65.7848	2626	1	0	0.017	0	65.7848	7.25	476.94		
11			Pre-SPS Reminder Letter 2 (d)		I	4,497	4,048	1	4,048	0.0167	67.5939	450	1	0	0.017	0	67.5939	7.25	490.06		
12			Pre-SPS Teleform -2 (f)		E	4,048	1,012	1	1,012	0.3340	337.9694	3036	1	0	0.334	0	337.9694	7.25	2450.28		
13			Pre-SPS - Telephone Survey (g)		J	334	23	1	23	0.3340	7.8090	311	1	0	0.334	0	7.8090	7.25	56.62		
14			Voicemail Reminder for Telephone Survey (h)		K	334	200	1	200	0.0167	3.3467	134	1	0	0.017	0	3.3467	7.25	24.26		
15			Pre-SPS Thank You Letter (i)		L	4,128	4,128	1	4,128	0.0167	68.9376	0	1	0	0.017	0	68.9376	7.25	499.80		
16			Post-SPS Web Invitation letter (j)		M	4,128	3,715	1	3,715	0.0501	186.1315	413	1	0	0.050	0	186.1315	7.25	1349.45		
17			Post-SPS - Web (c)		N,O	3,715	669	1	669	0.3340	223.3578	3046	1	0	0.334	0	223.3578	7.25	1619.34		
18	Household and Individuals	SNAP participants	SPS Reminder Postcard - 1 (b)		F	4,128	2,477	1	2,477	0.0167	41.3626	1651	1	0	0.017	0	41.3626	7.25	299.88		
19			Post-SPS Reminder Letter 1 (d)		P	3,459	3,113	1	3,113	0.0167	51.9927	346	1	0	0.017	0	51.9927	7.25	376.95		
20			Post-SPS Teleform - 1 (e)		N,O	3,113	1,090	1	1,090	0.3340	363.9492	2024	1	0	0.334	0	363.9492	7.25	2638.63		
21			SPS Reminder Postcard - 2 (b)		H	3,113	1,868	1	1,868	0.0167	31.1956	1245	1	0	0.017	0	31.1956	7.25	226.17		
22			Post-SPS Reminder Letter 2 (d)		Q	2,370	2,133	1	2,133	0.0167	35.6150	237	1	0	0.017	0	35.6150	7.25	258.21		
23			Post-SPS Teleform - 2 (f)		N,O	2,133	533	1	533	0.3340	178.0751	1599	1	0	0.334	0	178.0751	7.25	1291.04		

	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
24			Post-SPS - Telephone Survey (g)		J	263	18	1	18	0.3340	6.1579	245	1	0	0.334	0	6.1579	7.25	44.64
25			Voicemail Reminder for Telephone Survey (h)		K	263	158	1	158	0.0167	2.6391	105	1	105	0.017	1.7593952	4.3985	7.25	31.89
26			Post-SPS Thank You Letter (i)		R	2,310	2,310	1	2,310	0.0167	38.5770	0	1	0	0.017	0	38.5770	7.25	279.68
27			SNAP Participant KII Invitation Letter (k)		S	60	60	1	60	0.0167	1.0020	0	1	0	0.017	0	1.0020	7.25	7.26
28			SNAP Participant KII Recruitment Script (l)		T	60	51	1	51	0.0835	4.2585	9	1	9	0.084	0.7515	5.0100	7.25	36.32
29			SNAP participant KII Confirmation Letter (k)		U	51	51	1	51	0.0167	0.8517	0	1	0	0.017	0	0.8517	7.25	6.17
30			SNAP Participant KII Discussion Guide (m)		V	51	41	1	41	1.0000	40.8000	10	1	10	1.000	10.2	51.0000	7.25	369.75
31			SNAP participant KII Thank you Letter (i)		W	41	41	1	41	0.0167	0.6814	0	1	0	0.017	0	0.6814	7.25	4.94
32	Individuals and Households Subtotal					7,596	6,837	7,6160	52071		3309.5243	759	0.1641	125		12.7	3322.2351		24086.20
33			Submit SNAP administrative file		-	51	51	1	51	0.0250	1.2750	0	1	0	0.025	0	1.2750	53.15	67.77
34			Request to complete Outlet Characteristics Form		X	5	5	1	5	0.0501	0.2505	0	1	0	0.050	0	0.2505	53.15	13.31
35			Outlet Characteristics Form		X	5	5	1	5	1.0000	5.0000	0	1	0	1.000	0	5.0000	53.15	265.75
36			Grantee Administrator Interview Scheduling (script), Year 1 (n)		Y	2	2	1	2	0.0835	0.1670	0	1	0	0.084	0	0.1670	53.15	8.88
37			Grantee Administrator Interview Discussion Guide, Year 1 (o)		Y	2	2	1	2	1.5000	3.0000	0	1	0	1.500	0	3.0000	53.15	159.45
38			Grantee Administrator Interview Thank you Postcard , Year 1(i)		Z	2	2	1	2	0.0167	0.0334	0	1	0	0.017	0	0.0334	53.15	1.78
39			Quarterly Core Program Data Form Request Email, Year 1 (p)		AB	2	2	4	8	0.0167	0.1336	0	4	0	0.017	0	0.1336	53.15	7.10
40			Annual Core Program Data Form Request Email , Year 1(p)		AC	2	2	1	2	0.0167	0.0334	0	1	0	0.017	0	0.0334	53.15	1.78
41			Quarterly Core Program Data Form, Year 1 (q)		AD	2	2	4	8	0.3340	2.6720	0	4	0	0.334	0	2.6720	53.15	142.02
42			Annual Core Program Data Form, Year 1 (q)		AE	2	2	1	2	0.2500	0.5000	0	1	0	0.250	0	0.5000	53.15	26.58
43			Grantee Administrator Interview Scheduling (script), Year 2 (n)		Y	5	5	1	5	0.0835	0.4175	0	1	0	0.084	0	0.4175	53.15	22.19
44			Grantee Administrator Interview Discussion Guide, Year 2 (o)		Y	5	5	1	5	1.5000	7.5000	0	1	0	1.500	0	7.5000	53.15	398.63
45			Grantee Administrator Thank you Postcard, Year 2 (i)		AA	5	5	1	5	0.0167	0.0835	0	1	0	0.017	0	0.0835	53.15	4.44
46			Quarterly Core Program Data Form Request Email, Year 2 (p)		AB	5	5	4	20	0.0167	0.3340	0	4	0	0.017	0	0.3340	53.15	17.75
47			Annual Core Program Data Form Request Email, Year 2 (p)		AC	5	5	1	5	0.0167	0.0835	0	1	0	0.017	0	0.0835	53.15	4.44

	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
48			Quarterly Core Program Data Form, Year 2 (q)		AD	5	5	4	20	0.3340	6.6800	0	4	0	0.334	0	6.6800	53.15	355.04
49			Annual Core Program Data Form, Year 2 (q)		AE	5	5	1	5	0.2500	1.2500	0	1	0	0.250	0	1.2500	53.15	66.44
50			Quarterly Core Program Data Form Request Email, Year 3 (p)		AB	5	5	4	20	0.0167	0.3340	0	4	0	0.017	0	0.3340	53.15	17.75
51			Annual Core Program Data Form Request Email, Year 3 (p)		AC	5	5	1	5	0.0167	0.0835	0	1	0	0.017	0	0.0835	53.15	4.44
52			Quarterly Core Program Data Form, Year 3 (q)		AD	5	5	4	20	0.3340	6.6800	0	4	0	0.334	0	6.6800	53.15	355.04
53			Annual Core Program Data Form, Year 3 (q)		AE	5	5	1	5	0.2500	1.2500	0	1	0	0.250	0	1.2500	53.15	66.44
54			Email to Grantees for Followup with Nonresponding Outlets		AI	5	5	1	5	0.0501	0.2505	0	1	0	0.050	0	0.2505	53.15	13.31
55	State/Local Government Subtotal (i)					56	56	3.70	207		38.0114	0	0	0		0	38.0114		2020.31
56			Outlet Survey Cognitive Testing		AP	4	4	1	4	0.2500	1.0000	0	1	0	0.250	0	1.0000	53.15	53.15
57			Email to accompany Outlet Characteristics Form		X	30	30	1	30	0.0501	1.5030	0	1	0	0.050	0	1.5030	53.15	79.88
58			Outlet Characteristics Form		X	30	30	1	30	1.0000	30.0000	0	1	0	1.000	0	30.0000	53.15	1594.50
59			Grantee Administrator Interview Scheduling (script), Year 1 (n)		Y	30	30	1	30	0.0835	2.5050	0	1	0	0.084	0	2.5050	53.15	133.14
60			Grantee Administrator Interview Discussion Guide, Year 1 (o)		Y	30	30	1	30	1.5000	45.0000	0	1	0	1.500	0	45.0000	53.15	2391.75
61			Grantee Administrator Interview Thank you Postcard , Year 1(i)		Z	30	30	1	30	0.0167	0.5010	0	1	0	0.017	0	0.5010	53.15	26.63
62			Quarterly Core Program Data Form Request Email, Year 1 (p)		AB	30	30	4	120	0.0167	2.0040	0	4	0	0.017	0	2.0040	53.15	106.51
63			Annual Core Program Data Form Request Email , Year 1(p)		AC	30	30	1	30	0.0167	0.5010	0	1	0	0.017	0	0.5010	53.15	26.63
64			Quarterly Core Program Data Form, Year 1 (q)		AD	30	30	4	120	0.3340	40.0800	0	4	0	0.334	0	40.0800	53.15	2130.25
65			Annual Core Program Data Form, Year 1 (q)		AE	30	30	1	30	0.2500	7.5000	0	1	0	0.250	0	7.5000	53.15	398.63
66			Grantee Administrator Interview Scheduling (script), Year 2 (n)		Y	30	30	1	30	0.0835	2.5050	0	1	0	0.084	0	2.5050	53.15	133.14
67			Grantee Administrator Interview Discussion Guide, Year 2 (o)		Y	30	30	1	30	1.5000	45.0000	0	1	0	1.500	0	45.0000	53.15	2391.75
68			Grantee Administrator Thank you Postcard, Year 2 (i)		AA	30	30	1	30	0.0167	0.5010	0	1	0	0.017	0	0.5010	53.15	26.63
69	Profit/Non-Profit Business Subtotal	Grantees and Administrators/ Retailers/Local Community Org. Staff	Quarterly Core Program Data Form Request Email, Year 2 (p)		AB	30	30	4	120	0.0167	2.0040	0	4	0	0.017	0	2.0040	53.15	106.51
70			Annual Core Program Data Form Request Email, Year 2 (p)		AC	30	30	1	30	0.0167	0.5010	0	1	0	0.017	0	0.5010	53.15	26.63
71			Quarterly Core Program Data Form, Year 2 (q)		AD	30	30	4	120	0.3340	40.0800	0	4	0	0.334	0	40.0800	53.15	2130.25
72			Annual Core Program Data Form, Year 2 (q)		AE	30	30	1	30	0.2500	7.5000	0	1	0	0.250	0	7.5000	53.15	398.63
73			Quarterly Core Program Data Form Request Email, Year 3 (p)		AB	30	30	4	120	0.0167	2.0040	0	4	0	0.017	0	2.0040	53.15	106.51

	A	B	C	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
74			Annual Core Program Data Form Request Email, Year 3 (p)		AC	30	30	1	30	0.0167	0.5010	0	1	0	0.017	0	0.5010	53.15	26.63
75			Quarterly Core Program Data Form, Year 3 (q)		AD	30	30	4	120	0.3340	40.0800	0	4	0	0.334	0	40.0800	53.15	2130.25
76			Annual Core Program Data Form, Year 3 (q)		AE	30	30	1	30	0.2500	7.5000	0	1	0	0.250	0	7.5000	53.15	398.63
77			Email to Grantees for Followup with Nonresponding Outlets		AI	30	30	1	30	0.0501	1.5030	0	1	0	0.050	0	1.5030	53.15	79.88
78			Outlet Survey Invitation Letter (r)		AF	3600	3600	1	3600	0.0501	180.3600	0	1	0	0.050	0	180.3600	13.61	2454.70
79			Outlet Survey Reminder Letter (s)		AH	1800	1710	1	1710	0.0167	28.5570	90	1	90	0.017	2	30.0600	13.61	409.12
80			Outlet Survey (t)		AG	3600	2880	1	2880	0.1670	480.9600	720	1	720	0.167	120	601.2000	13.61	8182.33
81			Outlet Survey Thank you Postcard (i)		AJ	2880	2880	1	2880	0.0167	48.0960	0	1	0	0.017	0	48.0960	13.61	654.59
82	Profit/Non-Profit Business Subtotal					3,634	2,914	4,2018	12244		1018.2460	720	1.125	810		121.74	1139.9890		26597.24
83	GRAND TOTAL					11,286	9,807		64,522		4365.7817	1479		935		134.45	4500.2355		52703.76
87																			
88	(a) Assume 90 percent of sampled participants will read the invitation letter - 5 percent postal nondeliverables and 5 percent not read																		
89	(b) Assume 60 percent of sampled participants will receive a reminder postcard																		
90	(c) Assume 15 percent of participants who read the invitation letter will complete the pre survey by web and 18 percent will complete the post survey by web																		
91	(d) Reminder letters will be sent to all non-respondents; assume 90 percent will read the letter - 5 percent postal nondeliverables and 5 percent not read																		
92	(e) Assume 35 percent of those who read the first reminder letter will complete the teleform survey																		
93	(f) Assume 25 percent of those who read the second reminder letter will complete the teleform survey																		
94	(g) Assume Non-respondents will be contacted by phone to achieve the targeted number of completes; assume 7 percent will complete the survey by phone																		
95	(h) Non-respondents will be contacted by phone to achieve the targeted number of completes; messages will be left on voicemail for 60 percent with working phone numbers and voicemails																		
96	(i) Thank you letters will be read by all respondents																		
97	(j) Post-SPS invitation letters will be mailed to all those who completed the pre-SPS; 90 percent will read the invitation letter																		
98	(k) Assume all SNAP participants will read the KII invitation letter and KII Confirmation Letter																		
99	(l) Assume 85 percent of those contacted by phone will be scheduled for KII																		
100	(m) Assume 80 percent of those who are scheduled for KII will participate in KII																		
101	(n) Assume all grantees will be contacted to schedule KII																		
102	(o) Assume all grantees will participate in KII																		
103	(p) Assume all grantees will read the program data form request email																		
104	(q) Assume all grantees will complete the program data forms. If grantees request to submit more than one response on the annual form to accomodate subawardees or partner organizations, the agency will work with them on an individual basis.																		
105	(r) Assume all outlet operators will read the invitation letter																		
106	(s) Assume 50 percent of outlet operators will need a reminder letter and 95 percent of these will read it																		
107	(t) Assume 80 percent of outlet operators will complete the outlet survey																		