

Appendix G. Table of Estimated Burdens

Type of respondents	Type of survey instruments	Appendix	Sample Size	Responsive					Non-Responsive					All
				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
CN Directors	Hard copy pre-test	N/A	3	3	1	3	3	9	0	1	0	0.50	0	9.00
CN Directors	Web-based Survey	C	55	55	1	55	2	110	0	1	0	0.08	0	110.00
CN Directors	Invitation Letter	B2	55	22	1	22	0.05	1.1	33	1	33	0.03	1.1	2.20
CN Directors	Follow-up email*	B3	33	13	1	13	0.05	0.65	20	1	20	0.03	0.66667	1.32
CN Directors	Reminder Email - Week 2*	B3.1	20	8	1	8	0.05	0.4	12	1	12	0.03	0.4	0.80
CN Directors	Reminder Email - Week 4*	B3.1	12	5	1	5	0.05	0.25	7	1	7	0.03	0.23333	0.48
CN Directors	Reminder Email - Week 6*	B3.1	7	3	1	3	0.05	0.15	4	1	4	0.03	0.13333	0.28
CN Directors	Telephone Reminder - Week 7*	B4.1	4	2	1	2	0.083	0.167	2	1	2	0.03	0.06667	0.23
CN Directors	Telephone Reminder - Week 8*	B4.1	2	2	1	2	0.083	0.167	0	1	0	0.03	0	0.17
CN Directors	Thank You Letter	B5	55	55	1	55	0.05	2.75	0	0	0	0.03	0	2.75
CN Directors	Email Notification & FAQ	B6	55	55	1	55	0.5	27.5	0	0	0	0.03	0	27.50
SFA Directors	Hard copy pre-test	N/A	6	5	1	5	3	15	1	1	1	0.50	0.5	15.50
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	0.03	51	83.87
SFA Directors	Follow-up email**	B8	1,532	383	1	383	0.05	19.15	1,149	1	1,149	0.03	38	57.45
SFA Directors	Reminder Email - Week 2**	B8.1	1,149	287	1	287	0.05	14.35	862	1	862	0.03	29	43.08
SFA Directors	Reminder Email - Week 5**	B8.1	862	129	1	129	0.05	6.45	733	1	733	0.03	24	30.88
SFA Directors	Reminder Email - Week 7**	B8.1	733	110	1	110	0.05	5.50	623	1	623	0.03	21	26.27
SFA Directors	Telephone Reminder - Week 8**	B8.2	623	93	1	93	0.083	7.75	530	1	530	0.03	18	25.42
SFA Directors	Telephone Reminder - Week 9**	B8.2	530	53	1	53	0.083	4.42	477	1	477	0.03	16	20.32
SFA Directors	Telephone Reminder - Week 10**	B8.2	477	39	1	39	0.083	3.25	438	1	438	0.03	15	17.85
SFA Directors	Thank You Letter	B9	1,750	1,750	1	1,750	0.05	87.50	0	0	0	0.03	0	87.50
<b>TOTAL</b>			<b>2,252</b>	<b>1,813</b>	<b>3.02</b>	<b>5,478</b>	<b>0.703</b>	<b>3,848.30</b>	<b>1,566</b>	<b>4.38</b>	<b>6,861</b>	<b>0.037</b>	<b>251.07</b>	<b>4,099.37</b>

\*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.

<b>Total</b>				
<b>Type of respondents</b>	<b>Type of survey instruments</b>	<b>Annual hour burden</b>	<b>Hourly Wage</b>	<b>Respondent Cost</b>
<b>CN Directors</b>	Hard copy pre-test	9.00	\$ 53.47	\$ 481.23
<b>CN Directors</b>	Web-based Survey	110.00	\$ 53.47	\$ 5,881.70
<b>CN Directors</b>	Invitation Letter	2.20	\$ 53.47	\$ 117.63
<b>CN Directors</b>	Follow-up email	1.32	\$ 53.47	\$ 70.40
<b>CN Directors</b>	Reminder Email - Week 2	0.80	\$ 53.47	\$ 42.78
<b>CN Directors</b>	Reminder Email - Week 4	0.48	\$ 53.47	\$ 25.84
<b>CN Directors</b>	Reminder Email - Week 6	0.28	\$ 53.47	\$ 15.15
<b>CN Directors</b>	Telephone Script - Week 7	0.23	\$ 53.47	\$ 12.48
<b>CN Directors</b>	Telephone Script - Week 8	0.17	\$ 53.47	\$ 8.91
<b>CN Directors</b>	Thank You Letter	2.75	\$ 53.47	\$ 147.04
<b>CN Directors</b>	Email Notification & FAQ	27.50	\$ 53.47	\$ 1,470.43
<b>SFA Directors</b>	Hard copy pre-test	15.50	\$ 25.79	\$ 399.75
<b>SFA Directors</b>	Web-based Survey	3,536.50	\$ 25.79	\$ 91,206.34
<b>SFA Directors</b>	Invitation Letter	83.87	\$ 25.79	\$ 2,162.92
<b>SFA Directors</b>	Follow-up email	57.45	\$ 25.79	\$ 1,481.64
<b>SFA Directors</b>	Reminder Email - Week 2	43.08	\$ 25.79	\$ 1,111.12
<b>SFA Directors</b>	Reminder Email - Week 5	30.88	\$ 25.79	\$ 796.48
<b>SFA Directors</b>	Reminder Email - Week 7	26.27	\$ 25.79	\$ 677.42
<b>SFA Directors</b>	Telephone Script - Week 8	25.42	\$ 25.79	\$ 655.50
<b>SFA Directors</b>	Telephone Script - Week 9	20.32	\$ 25.79	\$ 523.97
<b>SFA Directors</b>	Telephone Script - Week 10	17.85	\$ 25.79	\$ 460.35
<b>SFA Directors</b>	Thank You Letter	87.50	\$ 25.79	\$ 2,256.63
<b>Total</b>		4,099.37		<b>\$ 110,005.69</b>