

			RESPONDENTS						NON-RESPONDENTS							
Affected public	Respondents type	Instrument	Sample size	Estimated number of respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Estimated number of non-respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Grand Total burden estimate	Hourly Wage rate**	Estimate Total Annual Cost to Respondents
<b>Individuals/households</b>																
Individuals	Participant	Registration Document	0	0	1	0	0.20	0.00	0	0	0	0	0.00	0.00	\$7.25	\$0.00
	Participant	Consent Document	0	0	1	0	0.05	0.00	0	0	0	0	0.00	0.00	\$7.25	\$0.00
	Participant	Pretest	0	0	1	0	0.66	0.00	0	0	0	0.05	0.00	0.00	\$7.25	\$0.00
	Participant	Welcome Packet and Study Brochure	0	0	1	0	0.05	0.00	0	0	0	0.05	0.00	0.00	\$7.25	\$0.00
	Participant	Seasonal Postcard	0	0	1	0	0.0167	0.00	0	1	0	0.05	0.00	0.00	\$7.25	\$0.00
	Participant	Survey Advance Letter (12-mon follow-up)	0	0	1	0	0.033	0.00	0	1	0	0.05	0.00	0.00	\$7.25	\$0.00
	Participant	Survey Reminder Letter (12-mon follow-up)	0	0	1	0	0.033	0.00	0	1	0	0.05	0.00	0.00	\$7.25	\$0.00
	Participant	Survey Reminder Postcard (12-mon follow-up)	0	0	1	0	0.0167	0.00	0	1	0	0.05	0.00	0.00	\$7.25	\$0.00
	Participant	Survey Refusal Letter (12-mon follow-up)	0	0	1	0	0.033	0.00	0	1	0	0.05	0.00	0.00	\$7.25	\$0.00

			RESPONDENTS						NON-RESPONDENTS							
Affected public	Respondents type	Instrument	Sample size	Estimated number of respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Estimated number of non-respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Grand Total burden estimate	Hourly Wage rate**	Estimate Total Annual Cost to Respondents
	Participant	Telephone survey (12-mon follow-up)	0	0	1	0	0.53	0.00	0	1	0	0.05	0.00	0.00	\$7.25	\$0.00
	Participant	Seasonal Postcard	18,240	11,090	1	11,090	0.0167	185.20	7,150	1	7,150	0.05	357.50	542.70	\$7.25	\$3,934.60
	Participant	Survey Advance Letter (36-mon follow-up)	18,240	11,090	1	11,090	0.03	365.97	7,150	1	7,150	0.05	357.50	723.47	\$7.25	\$5,245.16
	Participant	Survey Reminder Letter (36-mon follow-up)	9,120	5,545	1	5,545	0.03	182.99	3,575	1	3,575	0.05	178.75	361.74	\$7.25	\$2,622.58
	Participant	Survey Reminder Postcard (36-mon follow-up)	9,120	5,545	1	5,545	0.02	92.60	3,575	1	3,575	0.05	178.75	271.35	\$7.25	\$1,967.30
	Participant	Survey Refusal Letter (36-mon follow-up)	2,736	1,642	1	1,642	0.03	54.19	1,094	1	1,094	0.05	54.70	108.89	\$7.25	\$789.42
	Participant	Telephone survey (36-mon follow-up)	18,240	11,090	1	11,090	0.53	5,877.70	7,150	1	7,150	0.05	357.50	6,235.20	\$7.25	\$45,205.20
	Participant	Focus Group Recruitment Guide	0	0	1	0	0.17	0.00	0	1	0	0.08	0.00	0.00	\$7.25	\$0.00
	Participant	Focus Group Confirmation Letter	0	0	1	0	0.03	0.00	0	1	0	0.08	0.00	0.00	\$7.25	\$0.00
	Participant	Focus Group & Information Survey	0	0	1	0	1.58	0.00	0	1	0	0.08	0.00	0.00	\$7.25	\$0.00
	Participant	Case Study	0	0	1	0	1.67	0.00	0	1	0	0.08	0.00	0.00	\$7.25	\$0.00

			RESPONDENTS						NON-RESPONDENTS							
Affected public	Respondents type	Instrument	Sample size	Estimated number of respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Estimated number of non-respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Grand Total burden estimate	Hourly Wage rate**	Estimate Total Annual Cost to Respondents
Subtotal of unique individuals/households			18,240	11,090	4.14806	46,002	0.15	6,759	7,150	4.15300699300699	29,694	-	1,485	8,243	-	59,764
State, local, and Tribal government																
State, local, and Tribal government	State, local, or Tribal agency director/manager	In-person interview (round 1) and Cost/benefit interviews	0	0	1	0	1.00	0.00	0	0	0	0	0.00	0.00	\$57.65	\$0.00
	State, local, or Tribal agency director/manager	In-person interview (round 2)	0	0	1	0	1.00	0.00	0	0	0	0	0.00	0.00	\$57.65	\$0.00
	State, local, or Tribal agency direct service staff	In-person interview (round 3)	0	0	1	0	1.00	0.00	0	0	0	0	0.00	0.00	\$23.10	\$0.00
	State, local, or Tribal agency direct service staff	Case Study	0	0	1	0	1.00	0.00	0	0	0	0	0.00	0.00	\$23.10	\$0.00
	State, local, or Tribal agency direct service staff	Provide documents for review	10	10	4	40	0.25	10.00	0	0	0	0	0.00	10.00	\$23.10	\$231.00
	State, local, or Tribal agency direct service staff	Complete MOU	10	10	1	10	1.00	10.00	0	0	0	0	0.00	10.00	\$23.10	\$231.00
	State, local, or Tribal agency director/manager	Provide wage data	10	10	5	50	2.50	125.00	0	0	0	0	0.00	125.00	\$57.65	\$7,206.25
	State, local, or Tribal agency director/manager	Provide SNAP/Medicaid/TANF data	10	10	20	200	2.50	500.00	0	0	0	0	0.00	500.00	\$57.65	\$28,825.00
	State, local, or Tribal agency director/manager	Provide entry effects data	10	10	2	20	2.50	50.00	0	0	0	0	0.00	50.00	\$57.65	\$2,882.50

			RESPONDENTS						NON-RESPONDENTS							
Affected public	Respondents type	Instrument	Sample size	Estimated number of respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Estimated number of non-respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Grand Total burden estimate	Hourly Wage rate**	Estimate Total Annual Cost to Respondents
	State, local, or Tribal agency director/manager	Cost/benefit interviews (after visit 1)	10	10	19	190	1.00	190.00	0	0	0	0	0.00	190.00	\$57.65	\$10,953.50
	State, local, or Tribal agency director/manager	Provide cost data	10	10	11	110	2.00	220.00	0	0	0	0	0.00	220.00	\$57.65	\$12,683.00
<b>Subtotal unique State, local, and Tribal government</b>			20	20	31.00	620	1.78	1,105.00	0	-	0	-	0.00	1,105.00		\$ 63,012.25
<b>Business for-not-for profit</b>																
Private sector	Private sector for-profit business director/manager	In-person interview (round 1)	0	0	1	0	1.00	0.00	0	0	0	0	0.00	0.00	\$57.65	\$0.00
	Private sector for-profit business director/manager	In-person interview (round 2)	0	0	1	0	1.00	0.00	0	0	0	0	0.00	0.00	\$57.65	\$0.00
	Private sector for-profit business director/manager	In-person interview (round 3)	0	0	1	0	1.00	0.00	0	0	0	0	0.00	0.00	\$57.65	\$0.00
	Private sector for-profit business director/manager	Case Study	0	0	1	0	1.00	0.00	0	0	0	0	0.00	0.00	\$57.65	\$0.00
	Private sector for-profit business director/manager	Provide administrative data	50	50	12	600	4.00	2,400.00	0	0	0	0	0.00	2,400.00	\$57.65	\$138,360.00
	Private sector for-profit business director/manager	Cost/benefit interviews	100	100	20	2,000	0.50	1,000.00	0	0	0	0	0.00	1,000.00	\$57.65	\$57,650.00
	Private sector for-profit business director/manager	Provide cost data	10	100	11	1,100	1.00	1,100.00	0	0	0	0	0.00	1,100.00	\$57.65	\$63,415.00

			RESPONDENTS						NON-RESPONDENTS							
Affected public	Respondents type	Instrument	Sample size	Estimated number of respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Estimated number of non-respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Grand Total burden estimate	Hourly Wage rate**	Estimate Total Annual Cost to Respondents
	Private sector for-profit direct service staff	Time Use Survey Initial Email	80	80	3	240	0.02	4.01	0	0	0	0	0.00	4.01	\$21.53	\$86.29
	Private sector for-profit direct service staff	Time Use Survey Reminder Letter	40	40	3	120	0.03	3.96	0	0	0	0	0.00	3.96	\$21.53	\$85.26
	Private sector for-profit direct service staff	Time Use Survey	80	80	3	240	0.33	79.20	0	0	0	0	0.00	79.20	\$21.53	\$1,705.18
	Private sector not-for-profit agency director/manager	In-person interview (round 1)	0	0	1	0	1.00	0.00	0	0	0	0	0.00	0.00	\$33.91	\$0.00
	Private sector not-for-profit agency director/manager	In-person interview (round 2)	0	0	1	0	1.00	0.00	0	0	0	0	0.00	0.00	\$33.91	\$0.00
	Private sector not-for-profit agency director/manager	In-person interview (round 3)	0	0	1	0	1.00	0.00	0	0	0	0	0.00	0.00	\$33.91	\$0.00
	Private sector not-for-profit agency director/manager	Case Study	0	0	1	0	1.00	0.00	0	0	0	0	0.00	0.00	\$33.91	\$0.00
	Private sector not-for-profit agency director/manager	Provide administrative data	50	50	12	600	4.00	2,400.00	0	0	0	0	0.00	2,400.00	\$33.91	\$81,384.00
	Private sector not-for-profit agency director/manager	Cost/benefit interviews	100	100	20	2,000	0.50	1,000.00	0	0	0	0	0.00	1,000.00	\$33.91	\$33,910.00
	Private sector not-for-profit agency director/manager	Provide cost data	100	100	11	1,100	1.00	1,100.00	0	0	0	0	0.00	1,100.00	\$33.91	\$37,301.00
	Private sector for-profit direct service staff	Time Use Survey Initial Email	80	80	3	240	0.02	4.01	0	0	0	0	0.00	4.01	\$21.53	\$86.29

			RESPONDENTS						NON-RESPONDENTS							
Affected public	Respondents type	Instrument	Sample size	Estimated number of respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Estimated number of non-respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Grand Total burden estimate	Hourly Wage rate**	Estimate Total Annual Cost to Respondents
	Private sector for-profit direct service staff	Time Use Survey Reminder Letter	40	40	3	120	0.03	3.96	0	0	0	0	0.00	3.96	\$21.53	\$85.26
	Private sector not-for-profit agency director/manager	Time Use Survey	80	80	3	240	0.33	79.20	0	0	0	0	0.00	79.20	\$33.91	\$2,685.67
	Private sector not-for-profit employer training supervisor	Focus Group Recruitment Email	0	0	1	0	0.0167	0.00	0	1	0	0.05	0.00	0.00	\$21.53	\$0.00
	Private sector not-for-profit employer training supervisor	Focus Group Confirmation Letter	0	0	1	0	0.033	0.00	0	1	0	0.05	0.00	0.00	\$21.53	\$0.00
	Private sector not-for-profit employer training supervisor	Focus Group and Survey	0	0	1	0	1.583	0.00	0	1	0	0.05	0.00	0.00	\$21.53	\$0.00
<b>Subtotal unique private/business sector</b>			<b>460</b>	<b>460</b>	<b>18.70</b>	<b>8,600</b>	<b>1.07</b>	<b>9,174</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>9,174.34</b>	<b>-</b>	<b>\$ 416,753.95</b>
<b>Grand total</b>			<b>18,720</b>	<b>11,570</b>	<b>4.77</b>	<b>55,222</b>	<b>0.31</b>	<b>17,037.98</b>	<b>7,150.00</b>	<b>1.00</b>	<b>29,694</b>	<b>0.05</b>	<b>1,484.70</b>	<b>18,522.68</b>		<b>\$ 539,530.45</b>

\* Nonrespondents are part of the total individuals who completed the registration document.

\*\* Sources: Department of Labor Wage and Hour Division (<http://www.dol.gov/whd/minimumwage.htm>). Bureau of Labor Statistics, Occupational Employment Statistics Survey, May 2014. ([http://www.bls.gov/oes/current/oes\\_nat.htm](http://www.bls.gov/oes/current/oes_nat.htm))  
Individuals/Participant: Federal minimum wage. State, local, or Tribal agency director/manager: Average hourly earnings of workers in management occupations; State, local, or Tribal agency direct service staff: Average hourly earnings of workers in community and social services occupations; Private sector for-profit business director/manager: Average hourly earnings of workers in management occupations; Private sector not-for-profit agency director/manager: Average hourly earnings of social and community services managers; Private sector not-for-profit direct service staff : Average hourly earnings of community and social service specialists;

			RESPONDENTS						NON-RESPONDENTS							
Affected public	Respondents type	Instrument	Sample size	Estimated number of respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Estimated number of non-respondents	Frequency of response	Total responses	Average time per response (hours)	Total Estimated annual burden (hours)	Grand Total burden estimate	Hourly Wage rate**	Estimate Total Annual Cost to Respondents

total # of respondents (including participants and non) 18720

total # of annual reponses (including participants and non) 84916

total annual burden estimates (including participants and non) 18522.68

Respondent Type	Instrument	Sample size [# of pilots]
<b>A. Start-Up Interviews (Site Visit #1)</b>		
1. Pilot Director & Manager	In-person interview	10
2. Pilot Manager	In-person interview	10
3. Grantee Cost Liaison	In-person interview	10
4a. Partner Managers [for-profit]	In-person interview	10
4b. Partner Managers [not-for-profit]	In-person interview	10
<b>B. Data Worksheet Prep</b>		
1. Grantee Cost Liaison	telephone discussion	10
2a. Partner Managers [for-profit]	telephone discussion	10
2b. Partner Managers [not-for-profit]	telephone discussion	10
<b>C. Data Worksheet Completion</b>		
1a. Grantee Cost Liaison (1st contact)	provide cost data	10
1b. Grantee Cost Liaison (subsequent contacts)	provide cost data	10
2a1. Partner Managers (1st contact) [for-profit]	provide cost data	10
2a2. Partner Managers (1st contact) [not-for-profit]	provide cost data	10
2b1. Partner Managers (subsequent contacts) [for-profit]	provide cost data	10
2b2. Partner Managers (subsequent contacts) [not-for-profit]	provide cost data	10
<b>D. Data Worksheet Follow-Up</b>		
1. Grantee Cost Liaison	telephone discussion	10
2a. Partner Managers [for-profit]	telephone discussion	10
2b. Partner Managers [not-for-profit]	telephone discussion	10
<b>E. Time Use Survey</b>		
1. [Government] Frontline Staff	provide time-use data	10
2a. Partner Frontline Staff [for-profit]	provide time-use data	10
2b. Partner Frontline Staff [not-for-profit]	provide time-use data	10



Estimated number of respondents [per pilot]	Frequency of response	Total responses	Average time per response (minutes)	Average time per response (hours)
1	1	10	60	1
1	1	10	60	1
1	1	10	90	1.5
10	1	100	45	0.75
10	1	100	45	0.75
1	6	60	30	0.5
10	6	600	30	0.5
10	6	600	30	0.5
1	1	10	180	3
1	11	110	120	2
10	1	100	90	1.5
10	1	100	90	1.5
10	11	1100	60	1
10	11	1100	60	1
1	12	120	60	1
10	12	1200	30	0.5
10	12	1200	30	0.5
10	3	300	20	0.3333333333333333
8	3	240	20	0.3333333333333333
8	3	240	20	0.3333333333333333
			<b>Total Burden by Respondent Type (Hours)</b>	
				Pilot Director
				Pilot Manager
				Grantee Cost Liaison
				Partner Managers [for-profit]
				Partner Managers [not-for-profit]
				[Government] Frontline Staff
				Partner Frontline Staff [for-profit]
				Partner Frontline Staff [not-for-profit]

<b>Total Estimated annual burden (hours)</b>	
10	
10	
15	
75	
75	
30	
300	
300	
30	
220	
150	
150	
1100	
1100	
120	
600	
600	
100	
80	
80	
10	
10	
415	
2225	
2225	
100	
80	
80	

**Notes**

First site visit: conduct cost interviews with (a) grantee pilot lead ("Pilot Director"), grantee pilot manager who oversees day-to-day at grantee-level ("Pilot Manager"), designed liaison to the cost study (typically a finance/accounting person, "Grantee Cost Liaison"), and the managers of each partner/provider agency (assume an average of 20 / grantee (10 of each kind), "Partner Managers").

Calls prior to sending worksheets for cost data collection (document important changes, review how to complete worksheets etc.); assume twice / year / respondent / grantee; first of these calls happens after site visit and before sending worksheets for the first time.

Time to coordinate completion of worksheets for Grantee Cost Liaison and time to complete worksheets for Provider Managers. Assume that all will take longer the first time, then require less burden thereafter. Collect data quarterly (4 / year for 3 years), for a total of 12 times.

Calls after receiving worksheets; follow-up for clarification, correct errors, etc.

Conduct time use surveys once / year for 3 years, for a total of 3 times. Collect time use data from a random sample of 10 SNAP line staff per grantee (responsible for recruitment, eligibility determination, intake, etc.; "[Government] Frontline Staff") and a random sample of 16 partner line staff per grantee (responsible for case management, etc.; "Partner Frontline Staff").

## Implementation Study Assumptions

### **Implementation Interviews:**

Assume: 7 grantee staff (state) and 8 local office staff across 2-3 offices

Assume: 2-3 staff at 5 providers during each visit--15 per site or 150; split evenly between for profit and non profit

### **Admin Data:**

Assume: quarterly collection over three year (12 times); one day per site for admin and a half day per site for providers--each period

Assume most data will be part of MIS, but will need to collect some from providers are few sites--estimate no more than 100 provide

### **Focus Group: Maximum hours for each type**

Assume 2 client focus group per site (12 people max per group); 240 participants for 90 minutes plus 10 for recruiting; 5 minutes for 1

Assume 1 employer focus group per site (12 people max per group); 120 participants for 90 minutes plus 5 for recruiting; 3 minutes for

Assume 4 case studies per site; 40 participants 120 minutes plus 10 minutes for recruiting; 3 local office staff or provider staff per pair

rs across the 10 sites will provide us data directly

nonparticipants (960)

or nonparticipants (80)

rticipant (120) for 60 minutes ; 5 minutes for nonrespondents (160)