Revised MET Burden Table: 5-day site visits

| **Respondent Category** | **Type of respondents** | **Instruments and Activities** | **Appendix** | **Sample Size** | **Responsive** | | | | | | | | | | **Non-Responsive** | | | | | **Grand Total Annual Burden Estimate (hours)** | **Hourly Wage Rate** | **Total Annualized Cost of Respondent Burden** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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)** |
| **State, Local, and Tribal government** | | | | | | | | | | | | | | | | | | | | | | |
| State Government | State SNAP Staff | Pre-test | R | 2.0 | 2.0 | | | 1.0 | | | 2.0 | 1.3 | 2.5 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 2.5 | $57.65 | $144 |
| State SNAP Staff | Advance materials and preparation, including all conference and scheduling calls | C.1;  C.2 | 6.0 | 6.0 | | | 1.0 | | | 6.0 | 1.2 | 7.4 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 7.4 | $57.65 | $427 |
| State SNAP Staff | In-person semi-structured interviews with SNAP Directors and E&T Managers | E | 12.0 | 12.0 | | | 1.0 | | | 12.0 | 1.0 | 12.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 12.0 | $57.65 | $692 |
| ***Subtotal for State SNAP Staff*** | | | 12.0 | 12.0 | | | 1.7 | | | 20.0 | 1.1 | 21.9 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 21.9 | - | $1,263 |
| State Database administrator | Pre-test | R | 1.0 | 1.0 | | | 1.0 | | | 1.0 | 1.0 | 1.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 1.0 | $42.81 | $43 |
| State Database administrator | Advance materials and preparation, including consultative data call | L | 6.0 | 6.0 | | | 1.0 | | | 6.0 | 3.0 | 18.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 18.0 | $42.81 | $771 |
| State Database administrator | Submit test file | L | 6.0 | 6.0 | | | 1.0 | | | 6.0 | 4.0 | 24.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 24.0 | $42.81 | $1,027 |
| State Database Administrator | Submit administrative data file | L | 6.0 | 6.0 | | | 1.0 | | | 6.0 | 4.7 | 28.2 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 28.2 | $42.81 | $1,207 |
| ***Subtotal for State Database Administrator*** | | | 6.0 | 6.0 | | | 3.2 | | | 19.0 | 3.7 | 71.2 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 71.2 | - | $3,048 |
| State E&T Provider | Advance materials and preparation | NA | 9.0 | | 6.0 | | | 1.0 | | 6.0 | 0.55 | 3.3 | 3.0 | | 1.0 | 3.0 | 0.05 | 0.2 | 3.5 | $33.31 | $115 |
| State E&T Provider | In-person semi-structured interviews with 6 E&T provider staff in 3 States | K | 18.0 | | 18.0 | | | 1.0 | | 18.0 | 1.0 | 18.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 18.0 | $33.31 | $600 |
| State E&T Provider | Observations of Intake Process | I; J | 6.0 | | 6.0 | | | 1.0 | | 6.0 | 1.0 | 6.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 6.0 | $33.31 | $200 |
| State E&T Provider Database administrator | Advance materials and preparation | L | 2.0 | | 2.0 | | | 1.0 | | 2.0 | 2.0 | 4.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 4.0 | $42.81 | $171 |
| State Government (continued) | State E&T Provider Database administrator | Submit administrative data file | L | 2.0 | | 2.0 | | | 1.0 | | 2.0 | 4.5 | 9.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 9.0 | $42.81 | $385 |
| ***Subtotal for State E&T Provider*** | | | 29.0 | | 26.0 | | | 1.3 | | 34.0 | 1.2 | 40.3 | 3.0 | | 1.0 | 3.0 | 0.05 | 0.2 | 40.5 | - | $1,471 |
| Local Government | Local SNAP Office Staff | Pre-test | R | 2.0 | | 2.0 | | | 1.0 | | 2.0 | 1.00 | 2.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 2.0 | $21.53 | $43 |
| Local SNAP Office Staff | Advance materials and preparation | NA | 9.0 | | 9.0 | | | 1.0 | | 9.0 | 0.55 | 5 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 5 | $21.53 | $107 |
| Local SNAP Office staff | In-person semi-structured interviews with 3 staff in 3 sites over 3 States | F; G | 27.0 | | 27.0 | | | 1.0 | | 27.0 | 1.00 | 27.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 27.0 | $21.53 | $581 |
| Local SNAP Office staff | Group mapping exercise with 5 local staff in 3 sites over 3 States | H | 45.0 | | 45.0 | | | 1.0 | | 45.0 | 1.50 | 67.5.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 67.5.0 | $21.53 | $1,453 |
| Local SNAP Office staff | Observations of Intake Process | I; J | 9.0 | | 9.0 | | | 1.0 | | 9.0 | 1.00 | 9.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 9.0 | $21.53 | $194 |
| ***Subtotal for Local office*** | | | 54.0 | | 54.0 | | | 1.7 | | 92.0 | 1.2 | 110.5 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 110.5 |  | $ 2,378 |
| ***State/Local/Tribal Government Sub-Total*** | | | | 101.0 | | 98.0 | | | 1.7 | | 165.0 | 1.5 | 243.8 | 3.0 | | 1.0 | 3.0 | 0.05 | 0.2 | 244 | - | $ 8,159 |
| **Business or Other For Profit** | | | | | | | | | | | | | | | | | | | | | | |
| Business or Other For Profit | E&T Provider | Advance materials and preparation | NA | 6.0 | 3.0 | | | 1.0 | | | 3.0 | 0.55 | 1.65 | 3.0 | | 1.0 | 3.0 | 0.05 | 0.2 | 1,85 | $33.31 | $60 |
| E&T Provider | In-person semi-structured interviews with 3 E&T provider staff in 3 states | K | 9.0 | 9.0 | | | 1.0 | | | 9.0 | 1.0 | 9.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 9.0 | $33.31 | $300 |
| Business E&T Provider Database administrator | Advance materials and preparation | L | 2.0 | 2.0 | | | 1.0 | | | 2.0 | 2.0 | 4.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 4.0 | $42.81 | $171 |
| Business E&T Provider Database administrator | Submit administrative data file | L | 2.0 | 2.0 | | | 1.0 | | | 2.0 | 4.5 | 9.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 9.0 | $42.81 | $385 |
| E&T Provider | Observations of Intake Process | I; J | 3.0 | 3.0 | | | 1.0 | | | 3.0 | 1 | 3.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 3.0 | $42.81 | 128 |
| ***Business or Other For Profit Sub-Total*** | | | | 17.0 | 14.0 | | | 1.4 | | | 19.0 | 1.6 | 29.7 | 3.0 | | 1.0 | 3.0 | 0.05 | 0.2 | 29.8 | - | $ 1,045 |
| **Not for Profit** | | | | | | | | | | | | | | | | | | | | | | |
| Not For Profit | E&T Provider | Pretest | R | 2.0 | 2.0 | | | 1.0 | | | 2.0 | 1.00 | 2.0 | 0.0 | | 0.0 | 0.0 | 0.00 | 0.0 | 2.0 | $33.31 | $67 |
| E&T Provider | Advance materials and preparation | NA | 9.0 | 6.0 | | | 1.0 | | | 6.0 | 0.55 | 3.3 | 3.0 | | 1.0 | 3.0 | 0.05 | 0.2 | 3.5 | $33.31 | $115 |
| E&T Provider | In-person semi-structured interviews with 6 E&T provider staff in 3 states | K | 18.0 | 18.0 | | | 1.0 | | | 18.0 | 1.0 | 18.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 18.0 | $33.31 | $600 |
| Not for Profit E&T Provider Database administrator | Advance materials and preparation | L | 2.0 | 2.0 | | | 1.0 | | | 2.0 | 2.0 | 4.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 4.0 | $42.81 | $171 |
| Not for Profit E&T Provider Database administrator | Submit administrative data file | L | 2.0 | 2.0 | | | 1.0 | | | 2.0 | 4.5 | 9.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 9.0 | $42.81 | $385 |
| Not for Profit E&T Provider Database administrator | Observations of Intake Process | I;J | 6.0 | 6.0 | | | 1.0 | | | 6.0 | 1 | 6.0 | 0.0 | | 0.0 | 0.0 | 0.0 | 0.0 | 6.0 | $42.81 | $257 |
| **Not For Profit Sub-Total** | | | | 29.0 | 26.0 | | | 1.4 | | | 36.0 | 1.2 | 42.3 | 3.0 | | 1.0 | 3.0 | 0.05 | 0.2 | 42.5 | **-** | $1,595 |
| **Individuals** | | | | | | | | | | | | | | | | | | | | | | |
| Individuals | SNAP participants | Observations of Intake Process | I;J | 30.0 | 30.0 | | 1.0 | | | 30.0 | | 1.0 | 30.0 | 0.0 | | 0.0 | 0.0 | 0.00 | 0.0 | 30.0 | $7.25 | $218 |
| **SNAP Participant Sub-Total** | | | | **30.0** | **30.0** | | **1.0** | | | **30.0** | | **1.0** | **30.0** | **0.0** | | **0.0** | **0.0** | **0.00** | **0.0** | **30.0** | **-** | **$218** |
| **TOTAL** | | | | **177.0** | **168.0** | | **1.5** | | | **250.0** | | **1.4** | **345.8** | **9.0** | | **1.0** | **9.0** | **0.05** | **0.5** | **346.2** |  | **$11,016** |