

## **P. Electronic Letter to GusNIP Grantees with Data Request**

## Memo

**Date:** [Insert\_date]  
**To:** [GusNIP Grantee]  
**From:** Maeve Gearing, Project Director  
**Subject:** eHIP Data Collection Request

Dear [GusNIP grantee],

The Assessment of Administrative Costs of Electronic Healthy Incentives Projects (eHIP) study team is formally requesting your aid in collecting existing cost data for your GusNIP project. The US. Department of Agriculture's Food and Nutrition Service has contracted with Westat to conduct this study.

As NIFA and NTAE have discussed with you, the eHIP study, funded by the Food and Nutrition Service and conducted by Westat, is collecting data from eHIP projects to document the costs of implementing and operating EBT-integrated nutrition incentive programs. The study also seeks to estimate the return on investment (ROI) of eHIP projects, and to ascertain what program and environmental conditions and factors may maximize the ROI of eHIP projects. As part of this work, we would like to understand how the costs of eHIP compare with the costs of comparable incentive programs that do not use EBT integration for delivering incentives, including your GusNIP project. GusNIP and eHIP may be complementary

approaches to nutrition incentive programs; in different areas and with different populations and program structures, either GusNIP or eHIP may be most efficient. The purpose of this study is to understand the costs of eHIP specifically.

We are seeking your permission to access specific data you submitted to NTAE and NIFA as part of your grant activities. This includes the following reports:

Submitted to NTAE:

- Grantee-Level Annual Descriptive Report
- First-Level Annual Descriptive Report
- Firm-Level Monthly Metrics Report

Submitted to NIFA:

- Annual REEport Project Report
- Annual Federal Financial Report, Form SF-425
- Annual REEport Financial Report

[If project is completed, also add:]

- Final REEport Technical Report

With your permission, we will access these reports directly from NIFA and NTAE. However, if you would prefer to submit these data to us directly, we have a secure data transfer portal; we can provide you with access and instructions.

We will aggregate and anonymize all data you provide in our final reports; your program will not be identified.

Please let us know if you have any questions or concerns; we are happy to work with you to collect these important data. Thank you for your assistance,

Sincerely,

Maeve Gearing

Project Director, Assessment of Administrative Costs of Electronic Healthy Incentives Projects (eHIP)

This information is being collected to provide the Food and Nutrition Service (FNS) with key cost information on Electronic Healthy Incentives Projects conducted by SNAP State agencies. This is a voluntary collection, and FNS will use the information to examine costs of Electronic Healthy Incentives Projects for SNAP. This collection requests personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-NEW. The time required to complete this information collection is estimated to average 1.167 hours (70 minutes) per response. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, 5th Floor, Alexandria, VA 22314 ATTN: PRA (0584-NEW). Do not return the completed form to this address. If you have any questions, please contact the FNS Project Officer for this project, Kathleen Patton, at [Kathleen.patton@usda.gov](mailto:Kathleen.patton@usda.gov) or 703-305-2813.