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| **This template is intended for staff without an ICRAS account. Please fill out and submit to the appropriate Operating Division or Office to enter into ICRAS. The form mirrors the screens available in the ICRAS 4 system. Instructions for filling out the form are available at** [**www.paperworkreduction.gov**](http://www.paperworkreduction.gov)**. To have an account setup to log into ICRAS, send an email request to help@paperworkreduction.gov.** |

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| **Title** Title III Maintenance of Effort & Cert. of LTCO | | |
| **Is this a Common Form?**  Yes  No  N/A | **Obligation to respond (check one)**   1. Voluntary  1. Required to obtain or retain benefits 2. Mandatory | **Frequency of reporting (check all that apply)**   1. Hourly (40 per week) 2. Daily 3. Weekly 4. Weekly (52 per year) 5. Monthly 6. Yearly 7. Every Decade 8. Quarterly 9. Semi-Annually 10. Biennially 11. Once 12. Occasionally |
| **CFR Citation(s) for the information collection under review (if applicable).**  Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Part \_\_\_\_\_\_\_\_\_ Section\_\_\_\_\_\_\_\_\_  Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Part \_\_\_\_\_\_\_\_\_ Section\_\_\_\_\_\_\_\_\_  Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Part \_\_\_\_\_\_\_\_\_ Section\_\_\_\_\_\_\_\_\_  Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Part \_\_\_\_\_\_\_\_\_ Section\_\_\_\_\_\_\_\_\_ | | |
| Information Collection Instruments – Send all instruments and any additional documents along with the Part 2 Form(s). If more than one Part 2 is completed make sure to identify which instruments are associated with which Part 2 form. | | |
| **Federal Enterprise Architecture Business Reference Model** (select one Services for Citizens Line of Business and one Sub-Function from its group)  Table 1: Federal Enterprise Architecture Business Reference Model   |  |  | | --- | --- | | Services for Citizens Line of Business | Sub-Function | | None |  | | Community and Social Services | Homeownership Promotion  Community and Regional Development  Social Services  Postal Service  None | | Correctional Activities | Criminal Incarceration  Criminal Rehabilitation  None | | Defense and National Security | Strategic National and Theater Defense  Operational Defense  Tactical Defense  None | | Disaster Management | Disaster Monitoring and Predication  Disaster Preparedness and Planning  Disaster Repair and Restore  Emergency Response  None | | Economic Development | Business and Industry Development  Intellectual Property Protection  Financial Sector Oversight  Industry Sector Income Stabilization  None | | Education | Elementary, Secondary, and Vocational Education  Higher education  Cultural and Historic preservation  Cultural and Historic Exhibition  None | | Energy | Energy Supply  Energy Conservation and Preparedness  Energy Resource Management  Energy Production  None | | Environmental Management | Environmental Monitoring and Forecasting  Environmental Remediation  Pollution Prevention and Control  None | | General Science and Innovation | Scientific and Technological Research and Innovation  Space Exploration and Innovation  None | | Health | Access to Care  Population Health Management and Consumer Safety  Health Care Administration  Health Care Delivery Services  Health Care Research and Practitioner Education  None | | Homeland Security | Border and Transportation Security  Key Asset and Critical Infrastructure Protection  Catastrophic Defense  None | | Income Security | General Retirement and Disability  Unemployment Compensation  Housing Assistance  Food and Nutritonal Assistance  Survivor Compensation  None | | Intelligence Operations | Intelligence Planning  Intelligence Collection  Intelligence Processing  Intelligence Analysis and Production  Intelligence Dissemination  None | | International Affairs and Commerce | Foreign Affairs  International Development and Humanitarian Aid  Global Trade  None | | Law Enforcement | Criminal Apprehension  Criminal Investigation and Surveillance  Citizen Protection  Crime Prevention  Leadership Protection  Property protection  Substance Control  None | | Litigation and Judicial Activities | Judicial Hearing  Legal Defense  Legal investigation  Legal Prosecution and Litigation  Resolution Facilitation  None | | Natural Resources | Water Resource Management  Conservation, Marine, and Land management  Recreational Resource Management and Tourism  Agricultural Innovation and Services  None | | Transportation | Air transportation  Ground Transportation  Water Transportation  Space Operations  None | | Workforce Management | Training and Employment  Labor Rights Management  Worker Safety  None |   Table 1 lists Services for Citizens Line of Business and Sub-Functions  Refer to <http://www.whitehouse.gov/sites/default/files/omb/assets/fea_docs/FY10_Ref_Model_Mapping_QuickGuide_Aug_2008_Revised1.pdf>  for Business reference Model categories. | | |
| **Privacy Act System of Records (if applicable)**  Title:  Federal Register Citation  Volume       Page Number       Publication Date:      /     /      (mm/dd/yyyy) | | |
| **Respondents**   1. Total #56 2. Small Entity #0 3. Percent Electronic 95% | | |
| **Affected Public**  Individuals and Households  Private Sector  State, Local, or Tribal Governments  Federal Government  If affected Public is Private Sector check all the following that apply:  Business or other for-profits  Not-for-profits institutions  Farms | | |
| Frequency: How often on average will each respondent respond to the Information Collection?  Number of responses per respondent 2  Time basis for each response:   1. Hour (24-7) – 8736 per year 2. Business Hour (40 per week) – 2080 per year 3. Day (7 per week) 4. Business Day (5 per week) – 260 per year 5. Week – 52 per week 6. Month – 52 per Month 7. Year 8. Decade 9. Quarter – 4 per year 10. Half-Year – 2 per year | | |
| Calculated: Annual Frequency = \_\_\_\_\_\_2\_\_\_\_\_ times per year (per respondent) | | |
| Calculated: Annual Number of responses = \_\_\_\_\_\_\_112\_\_\_\_\_\_\_\_\_ a year | | |
| **Per Response Hour and Cost Burden**  Enter the hours and cost (per response) broken out by reporting, record keeping, and third-party disclosure.  Table 2: Hours and Cost Per Response   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Time Per Response** | **Hour Per Response** | **Annual Hour Burden** | **Cost Per Response** | **Annual Cost Burden** | | **Reporting** | 2 | 1/2 | 112 | $32.76 | $3,669.12 | | **Record Keeping** |  |  |  |  |  | | **Third Party Disclosure** |  |  |  |  |  | | **Total** | 2 | 1/2 | 112 | $32.76 | $3,669.12 |   Table 2 lists hours and costs | | |
| **Annual Response and Burden**  Table 3: Change in Burden   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  | **Total**  **Requested** | **Program Change Due to New Statute** | **Program Change Due to OPDIV/Office Discretion** | **Due to Adjustment in OPDIV/Office**  **Estimate** | **Change Due to Violation** | **Currently**  **Approved** | | 1. **Annual Responses** | 112 |  |  |  |  | 112 | | 1. **Annual Hour Burden** | 1 hours | hours | hours | hours | hours | 112 | | 1. **Annual Cost Burden** | $3,669.12 | $ | $ | $ | $ | $3,669.12 | | Total | $3,669.12 |  |  |  |  | $3,669.12 |   Table 3 lists Change in Burden Numbers | | |