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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 [x]  No[ ]  N/A | **Obligation to respond (check one)** 1. [ ]  Voluntary

1. [ ]  Required to obtain or retain benefits
2. [x]  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. [x]  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 |  |
| [x]  Community and Social Services | [ ]  Homeownership Promotion[ ]  Community and Regional Development[x]  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-FunctionsRefer 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[x]  State, Local, or Tribal Governments[ ]  Federal GovernmentIf 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. [x]  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 |