

## **Equitable Sharing Agreement and Certification (ESAC) form, OMB# 1123-0011**

### **Required Modifications**

To better manage the annual agency certification process, this enhancement requests the modification of the “Equitable Sharing Agreement and Certification” form, OMB# 1123-0011. The main rationale for the enhancements of this form is to enhance AFMLS’ ability to send mass mail directly to a targeted audience. The ACA system, via the certification form, tracks an agency contact person’s email address and the form preparer’s email address. However, there also should be a way to reach the financial contacts more directly and with certainty, so there is a need to isolate and accept additional contact data. A second modification is required to isolate the most common “Other” agency type; National Guard Counterdrug Units. There are enough instances of these units to warrant their own agency type. In summary, these changes are to improve data collection and enhance AFMLS’ ability to target the appropriate contacts for specific issues.

This form was last modified and submitted to OMB in September of 2011, when version 2.0 was implemented due to the form expiring.

Specifically, the enhancements are:

- 1) Update form version to “2.1” and date to “July 2012”.
- 2) Add a new Agency Type: National Guard Counterdrug Unit, coded “NG”.
- 3) Remove text entry field corresponding to “Other” Agency Type.
- 4) Modify the label for “Contact” to instead say “Finance Contact”.
- 5) Remove the Contact Title text field.
- 6) Add new required field “Independent Public Accountant Email”, just below the Preparer block.
- 7) Add new required field [Agency Head] “Email” in the Agency Head block of the Affidavit.
- 8) Add new required field [Governing Body Head] “Email” in the Governing Body Head block of the Affidavit.