

Please complete this document one time for EACH form/instrument (one time per line item in your burden table). **Highlight your response.**

1. Title for this form/instrument: **FTE Resident Assessment Cover Letter (FTE Resident Assessment)**

2. What is the obligation to respond to this document (**select one only**):

- a. Voluntary – *when the response is entirely discretionary and has no direct effect on any benefit or privilege.*
- b. **Required to obtain or retain benefits – *when the response is elective but is required to obtain or retain a benefit.***
- c. Mandatory – *when the respondent must reply or face civil or criminal sanctions.*

3. Frequency of reporting on this document (this should reflect the number in the burden table under the “Responses per Respondent” column):

- a. Hourly
- b. Daily
- c. Weekly
- d. Monthly
- e. **Yearly**
- f. Every Decade
- g. Quarterly
- h. Semi-annually
- i. Biennially (every other year)
- j. Once
- k. Occasionally

4. What are the electronic capabilities to this document (**select one only**):

- a. Paper only
- b. Printable only
- c. Fillable & printable
- d. **Fillable & can submit electronically (fileable)**

5. What is the document type (**select one only**):

- a. Form & instruction
- b. Form
- c. Instruction
- d. **Other**

6. Number of small entity respondents for this form/instrument:

A small entity may be (1) a small business which is deemed to be one that is independently owned and operated and that is not dominant in its field of operation; (2) a small organization that is any not-for-profit enterprise that is independently owned and operated and is not dominant in its field; (3) a small government jurisdiction which is a government of a city, county, town, township, school district, or special district with a population of less than 50,000. **None**

7. Estimated percent of respondents who can submit electronically: **30 auditors**

8. Affected Public (*who are the respondents to this form/instrument*) **Select ONE only:**

- a. Individuals or households
- b. State, Local, or Tribal Governments

- c. Federal Government
- d. Private Sector (If Private Sector, please specify: business or other for-profits, not-for-profit institutions, farms)

Business