

THE SUPPORTING STATEMENT

State Plan for Grants to States for Refugee Resettlement

A. Justification

1. Circumstances Making the Collection of Information Necessary

In order for a State to receive refugee resettlement assistance funds, it must submit a plan that meets the requirements of title IV of the Refugee Act and 45 CFR Part 400.

2. Purpose and Use of the Information Collection

The plan assures ORR that the State is capable of administering refugee assistance and coordinating employment and other social services for eligible caseloads in conformity with specific requirements (see #1). Implementation of the Affordable Care Act has significant impacts on States' administration of Refugee Medical Assistance and requires additional information to ensure accountability and compliance with regulations. Also, *Revised Medical Screening Guidelines for Newly Arriving Refugees* policy (State Letter #12-09) requires additional assurances that medical screening is conducted in compliance with regulations and policies. The increasing complexity of the Unaccompanied Refugee Minor program, impacted by changes in federal child welfare legislation as well as state child welfare statutes, regulations and IV-B and IV-E plans, necessitates additional information and assurances for review of State Plans for URM programs against requirements and mandatory standards under 45 CFR Part 400, subpart H and associated State Letters and ORR guidance cited in the State Plan checklist. Additional information and assurances address administrative structure and state oversight, legal responsibility, eligibility, services and case review/planning, and interstate movement.

3. Use of Improved Information Technology and Burden Reduction

Data for this information collection will be accepted electronically.

4. Efforts to Identify Duplication and Use of Similar Information

No other data source collects similar information.

5. Impact on Small Businesses or Other Small Entities

NA

6. Consequences of Collecting the Information Less Frequently

ORR formula Refugee Social Services program funds are allocated annually to states based on a 2-year refugee and other eligible population data. The absence of an approved state plan would impede the awarding of such funds.

7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5

There are no special circumstances required in the collection of this information in a manner other than required by OMB.

8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency

ORR shared proposed revised documentation with grantees and held national conference call with grantees discussing proposed renewal and revision. ORR did not receive substantive comments on the proposed collection.

9. Explanation of Any Payment or Gift to Respondents

NA

10. Assurance of Confidentiality Provided to Respondents

Data in the applications are not confidential.

11. Justification for Sensitive Questions

There are no questions of a sensitive nature in the application requirements.

12. Estimates of Annualized Burden Hours and Costs

Instrument	Number of Respondents	Number of Responses per Respondent	Average Burden Hours per Response	Total Burden Hours
Title IV State Plan	50	1	15	750

Estimated average annual burden is 750 hours.

13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers

There are no costs to respondents or record keepers.

14. Annualized Cost to the Federal Government

Instrument	Number of Respondents	Average Burden Federal Hours Per Review	Average Estimated Cost Per Hour	Total Burden Hours Per Response
Title IV State Plan	50	8	\$45	400
Estimated Total Annualized Cost to the Federal Government			\$45 x 400 hours	\$18,000

This total covers time and effort of four staff to review, clarify and correct plans, photocopy and submit to approval process, and file.

15. Explanation of Program Changes or Adjustments

This request is a renewal of the existing instrument with small revisions. While there are no program changes, ORR is making few adjustments.

ORR is changing submission date of the State Plan from October 30 to August 15. New State Plan submission date will, once approved, coincide with the budget estimate submission date. Simultaneous review of the State Plan and budget estimate will enable ORR to conduct better analysis and make better planning and projections.

ORR is also revising the structure of the document checklist by aligning it to State Letters issued in the past couple of years to ensure consistency of the Plans.

16. Plans for Tabulation and Publication and Project Time Schedule

States must submit by August 15 each year new or amended State Plan for the next Federal fiscal year. For previously approved plan, States must certify no later than October 31 each year that the approved State plan is current and continues in effect.

17. Reason(s) Display of OMB Expiration Date is Inappropriate

NA

18. Exceptions to Certification for Paperwork Reduction Act Submission

There are no exceptions to the certification statement.

B. Statistical Methods (used for collection of information employing statistical methods)

1. Respondent Universe and Sampling Methods

NA

2. Procedures for the Collection of Information

There will be no additional procedures for the collection of information

3. Methods to Maximize Response Rates and Deal with Nonresponse

All States submit responses annually, so there is need for additional method to maximize response rates.

4. Test of Procedures or Methods to be Undertaken

There will be no additional procedures or methods undertaken.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

NA