

## 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 States, the District of Columbia, Replacement Designees under 45 CFR 400.301(c), and Wilson-Fish Grantees (State 2 Agencies) administering or supervising the administration of programs under Title IV of the Act are capable of administering refugee assistance and coordinating employment and other social services for eligible caseloads in conformity with specific requirements of title IV of the Refugee Act and 45 CFR Part 400.

##### **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 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**

The 60 day Notice was published in the Federal Register Vol. 82, No 119. Page 28490 on 6/22/2017. ORR did not receive 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	57	1	15	855

Estimated average annual burden is 855 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	57	8	\$45	456
Estimated Total Annualized Cost to the Federal Government			\$45 x 456 hours	\$20,520

This total covers time and effort of staff to review, clarify and correct plans, 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. Four (4) states (NJ, KS, TX, ME) no longer participate in refugee program. Ten (10) new replacement designees participate now in refugee program instead of these states.

**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 statemnt.

**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