

**Unaccompanied Children (UC) Program Budget
Workbook Template**

**OMB Information Collection Request
0970 - NEW**

**Supporting Statement Part A -
Justification**

December 2021

Submitted By:
Office of Refugee Resettlement Division of Children Operations
Administration for Children and Families
U.S. Department of Health and Human Services

1. Circumstances Making the Collection of Information Necessary

The Administration for Children and Families' (ACF) Office of Refugee Resettlement (ORR) Division of Children Operations (DUCO) is requesting clearance for the proposed new collection titled "UC Program Budget Workbook" to streamline budget details and justifications of applicants to ORR DUCO funding opportunities. By standardizing budget details, ORR will be able ensure sound financial practice of the funded providers and good stewardship of federal funding.

2. Purpose and Use of the Information Collection

The budget workbook will allow uniform collection of requested budgets from funded providers and applicants. The standardization will allow the grant and program offices the ability to accurately review and compare budgets. The standard budget template will allow for accurate Congressional budget reports and for DUCO to respond to Congressional requests for related information. The ORR DUCO will also use the information collected to appropriately monitor funding recipients for financial concerns and to prepare cost comparisons within the grantee network.

3. Use of Improved Information Technology and Burden Reduction

The standard workbook will reduce the burden as the templates are designed to auto populate and can be use as reference tools from one year to the next. The funding workbook will be submitted as an Excel document and uploaded through either Grants.gov or Grants Solutions as the budget narrative and detail for funding opportunities or funding continuation.

4. Efforts to Identify Duplication and Use of Similar Information

ORR does not have access to the information requested through this workbook from any other source.

5. Impact on Small Businesses or Other Small Entities

There should be no impact to Small Businesses or other small entities. If any funding recipients fit this description, the budget workbook is designed to be applicable for budgets of any size.

6. Consequences of Collecting the Information Less Frequently

The budget information will be collected on a yearly basis at the time of award. There may be requested revisions during the federal government’s review process for final funding amounts.

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

There are no special circumstances relating to the guidelines of 5 CFR 1320.5.

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

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency’s intention to request an OMB review of this information collection activity. This notice was published on September 23, 2021, Volume 86, Number 182, page 52908, and provided a sixty-day period for public comment. During the notice and comment period, no comments were received.

9. Explanation of Any Payment or Gift to Respondents

There are no payments or gifts to respondents.

10. Assurance of Confidentiality Provided to Respondents

This information collection does not collect individual level data and no assurances of confidentiality are necessary for respondents.

11. Justification for Sensitive Questions

The workbook does not contain any sensitive questions.

12. Estimates of Annualized Burden Hours and Costs

The estimates are based from historical data of the average number of received applications along with informal inquires with current grantees to estimate the burden hours.

Information Collection Title	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
UC Program Budget Form	120	3	90	32,400	10,800	\$78.52	\$848,016

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Accountants and Auditors [13-2011] and wage data from December 2021 which is \$39.26 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is \$78.52.

<https://www.bls.gov/oes/current/oes132011.htm>

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

The estimated of other cost may be computer and computer software equipment.

14. Annualized Cost to the Federal Government

The review and negotiation of the applicant's budget workbook is a part of the ORR DUCO project officer's job description and is an essential duty. The duty is also supported by the Office of Grant Management (OGM) grant specialists. The average salary is approximately \$101,734 which is equivalent to a GS 12 step 6 pay grade. A grant specialist and project officer typically spend 40% of their work review budgets with a current staffing of 30 specialist the approximate cost to the government is \$1,220,808.

15. Explanation for Program Changes or Adjustments

This is new information collection.

16. Plans for Tabulation and Publication and Project Time Schedule

The workbook will be published with any funding announcement for ORR residential services within a discretionary grant process. The information gathered in the workbook maybe used for Congressional reports and to respond to program funding requests and inquiries.

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

The workbook will display the OMB number and expiration date.

18. Exceptions to Certification for Paperwork Reduction Act Submissions

There are no exceptions to the certification for Paperwork Reduction Act submissions.