

SUPPORTING STATEMENT FOR PAPERWORK REDUCTION ACT SUBMISSION

Private Sponsor Information 1405-XXXX

A. JUSTIFICATION

1. *Why is this collection necessary and what are the legal statutes that allow this?*

The U.S. Immigration and Nationality Act (INA), as amended by the Refugee Act of 1980, allows for the admission as refugees of persons of special humanitarian concern to the United States who can establish that they have suffered past persecution or have a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion. See INA §§ 101(a)(42) and 207; 8 U.S.C. §§ 1101(a)(42) and 1157. The law also provides for resettlement assistance to be provided to arriving refugees, including initial reception and placement with a sponsor. See INA § 412; 8 U.S.C. § 1522.

In Executive Order 14013 on “Rebuilding and Enhancing Programs to Resettle Refugees and Planning for the Impact of Climate Change on Migration” issued in February 2021, President Biden directed the Department of State and Department of Health and Human Services to “capitalize on...private sponsorship of refugees” as part of efforts to “meet the challenges of restoring and expanding the [U.S. Refugee Admissions Program].” To fulfill this directive, the Department of State is launching a program for private sponsorship of refugees approved for admission to the United States through the U.S. Refugee Admissions Program (USRAP), named “the Welcome Corps.” Through the Welcome Corps, private sponsors will accept primary responsibility to welcome arriving refugees and to provide core services/assistance to support their initial resettlement equivalent to what is provided by nonprofit resettlement agency partners through the U.S. Government-funded Reception and Placement (R&P) program. Private sponsor entities will include Private Sponsor Groups (groups of at least five or more individual American citizens or permanent residents who will be able to apply to sponsor the resettlement of refugees) and Private Sponsor Organizations (established and/or incorporated organizations who will be able to apply to mobilize, organize, oversee, and/or offer support to Private Sponsor Groups).

Information will be collected from Private Sponsor Groups (PSGs), Private Sponsor Organizations (PSOs), and/or NGO consortium partners to facilitate the placement of approved refugee applicants with private sponsors and to plan for refugee applicants to travel to the appropriate location of private sponsors within the United States.

2. *What business purpose is the information gathered going to be used for?*

The Department of State's Bureau of Population, Refugees, and Migration (PRM) has entered into a cooperative agreement with a consortium of non-governmental organizations (NGOs) to establish and oversee an online application process to intake applications from PSGs and PSOs and screen their applications for approval for participation in the Welcome Corps. Specifically, PRM has selected a consortium comprising Church World Service, the Community Sponsorship Hub, Integrated Refugee and Immigrant Services, the International Refugee Assistance Project, the International Rescue Committee, and Welcome.US. Several of these organizations have deep experience in securely collecting refugee placement information as participants in the Reception and Placement Program.

As part of the online application process for PSGs, the NGO consortium will collect information on PSGs as part of completed applications submitted electronically by prospective private sponsors through the program website that is being built and managed by the consortium (www.welcomecorps.org). This will include biographic information on each member of the PSG, evidence that each member of the PSG has completed the required background checks through a third-party identified by the consortium, evidence that at least one member of the PSG has completed required online training developed by the consortium, and details on how PSGs will plan to provide initial resettlement support to the refugees who are matched to them through the Welcome Corps. In addition, the NGO consortium will also oversee a separate application process for PSOs and collect information from PSOs accordingly. This will include biographic information for a key point of contact at the PSO, background information on the organizational structure of the PSO, and information on the PSO's organizational resources and staffing capacity to mobilize, support, and oversee PSGs. The majority of this information will not be shared with PRM since PRM is funding the consortium to manage the application process for PSGs and PSOs and PRM has no operational need to see information like evidence of completion of required training by PSGs or background information on the organizational structure of PSOs.

To support PRM's operational requirements to facilitate placements of refugee cases with PSGs, including those supported by specific PSOs, the consortium will specifically share key biographic information on points of contact PSGs and PSOs along with consortium points of contact (if deemed necessary) with PRM, such as the name of the designated point of contact along with that private sponsor group member's address, phone number, e-mail address, and other relevant contact information. The consortium will electronically transmit this biographic information on PSGs to PRM's Refugee Processing Center (RPC) through secure means to enable PRM to facilitate the matching of approved refugee applicants with approved PSGs and to track the placement of refugee applicants with PSGs, similarly to how PRM facilitates and tracks placement of refugee applicants supported by PRM's funded resettlement agency partners through the R&P Program. This will enable PRM to have a record of the relevant point of contact for each resettled refugee case supported by a PSG through the Welcome Corps.

3. *Is this collection able to be completed electronically (e.g. through a website or application)?*

PSG applicants will submit application materials, including key biographic information, through the online application portal owned by the NGO consortium (www.apply.welcomecorps.org/s/) that is on the consortium-owned Welcome Corps program site (www.welcomecorps.org). Separately PSO applicants will directly submit application materials, including key biographic information for a PSO point of contact, over email to the NGO consortium to be approved as certified PSOs participating in the Welcome Corps. The NGO consortium will share the necessary biographic information of points of contact of approved PSGs and any relevant PSO point of contacts with RPC by secure means. In turn, the RPC will coordinate the input of information on PSGs and PSOs into START, the State Department's electronic case management system for USRAP cases. Initially, this process may entail manual exchange of information between the NGO consortium and the RPC through a secure file sharing platform.

4. *Does this collection duplicate any other collection of information?*

There is no duplication of collection. This will be the first time that the Department of State is collecting information on private sponsors to facilitate the placement of approved refugee applicants with private sponsors (including PSGs and PSOs).

5. *Describe any impacts on small business.*

This information collection will not impact small business.

6. *What are consequences if this collection is not done?*

Without this information collection, PRM would not be able to facilitate the placement and travel of refugees with PSGs (including PSGs overseen and supported by specific PSOs), and, in turn, would be unable to establish and implement the private sponsorship program.

7. *Are there any special collection circumstances?*

The NGO consortium will collect this information only once when PSGs and PSOs submit their applications. Updates will be recorded if there are changes to the data during resettlement processing.

8. *Document publication (or intent to publish) a request for public comments in the Federal Register*

The Department is requesting emergency approval of this information collection. Once approved, it will initiate a routine PRA approval process by publishing a notice in the Federal Register soliciting public comments for a period of 60 days.

9. *Are payments or gifts given to the respondents?*

There are no payments or gifts to respondents.

10. Describe assurances of privacy/confidentiality

Respondents will be notified by the NGO consortium overseeing the application process for PSGs and PSOs that the relevant information in their applications will be released to State Department personnel, local government officials (e.g., State Refugee Coordinators), approved refugee applicants, and resettlement agency employees on a need-to-know basis. Disclosure of information will be restricted in accordance with provisions of the cooperative agreement between the NGO consortium and the State Department. This information collection is covered under the Systems of Records Notice (SORN) entitled State-59, Refugee Case Records.

11. Are any questions of a sensitive nature asked?

No.

12. Describe the hour time burden and the hour cost burden on the respondent needed to complete this collection

In the first year of the Welcome Corps, the NGO consortium will aim for at least 2000 PSGs (at least 10,000 individuals since each group must comprise at least five individual members) to participate. Since this is a new program, the calculation of hour time burden and hour cost burden is based on the assumption of meeting the goal of at least 2000 PSGs participating in the program.

We estimate that it will take approximately two hours for each PSG to collect the necessary information to submit a complete application including providing key biographic details of each PSG member, meaning that total hour burden is estimated to be 4,000 hours (2000 PSGs x two hour estimated time for information collection = 4000 hours).

Assuming that one member of a PSG will lead on the submission of the application, that it will take that individual two hours to collect the information for submission, and that individual made a wage of \$28.01 per hour¹, the hour cost burden would be \$168,060.00. This is based on the calculation of \$28.01 (average hourly wage) x 1.5 (weighted wage multiplier) times 4000 hours.

In addition, the NGO consortium will aim for at least 20 PSOs to be mobilized. We estimate that it will take approximately three hours for a point of contact at a PSO to collect the necessary information to submit a complete application including providing key biographic details of the PSO point of contact, meaning that total hour burden is estimated to be 60 hours (20 PSOs x three hour estimated time for information collection = 60 hours).

Assuming that a dedicated point of contact at a PSO will lead on the submission of the application, that it will take that individual three hours to collect the information for

submission, and that individual made a wage of \$28.01 per hour¹, the hour cost burden would be \$2,520.90. This is based on the calculation of \$28.01 (average hourly wage) x 1.5 (weighted wage multiplier) times 60 hours.

13. Describe the monetary burden to respondents (out of pocket costs) needed to complete this collection.

There is no monetary cost for private sponsors to provide their biographical information as part of the application process for the private sponsorship pilot program.

14. Describe the cost incurred by the Federal Government to complete this collection.

PRM will fund the NGO consortium \$5 million in Fiscal Year 2023 to establish the core infrastructure for the Welcome Corps, including but not limited to the establishment of an application system for PSGs and PSOs which will include the collection of private sponsor information. In terms of RPC staff time, RPC staff estimate devoting 135 minutes to process the information on a PSG (and PSO if relevant) for each match of an approved refugee applicant to an approved PSG (including PSGs that are linked to a specific PSO). The cost to the RPC of this processing, at a \$44.00 hourly rate, is approximately \$198,000.00. That is based on the calculation of \$44.00 (hourly rate) times 2.25 hours (135 minutes) times 2000 PSGs. The total estimated cost to the federal government of this information collection is \$5,198,00.00.

15. Explain any changes/adjustments to this collection since the previous submission

This is a new information collection.

16. Specify if the data gathered by this collection will be published.

The State Department will not publish the data gathered by this collection.

17. If applicable, explain the reason(s) for seeking approval to not display the OMB expiration date. Otherwise, write "The Department will display the OMB expiration date."

The Department will display the OMB expiration date for approval of the information collection.

18. Explain any exceptions to the OMB certification statement below. If there are no exceptions, write "The Department is not seeking exceptions to the

certification statement”.

The Department is not seeking exceptions to the certification statement.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

This collection does not employ statistical methods.