

Request for Approval under the clearance of the “Generic for ACF Program Office Monitoring Activities” Office of Management and Budget (OMB)

Control Number: 0970-0558

TITLE OF INFORMATION COLLECTION: Office of Refugee Resettlement (ORR) Ethnic Community Self-Help (ECSH) Program Case Documentation Requirements

PURPOSE: The Administration for Children and Families (ACF) Office of Refugee Resettlement (ORR) requires Ethnic Community Self-Help (ECSH) Program funding recipients to keep records of documents related to performance of program-related activities. This specific record keeping requirement allows ORR to specify records ECSH program funding recipients must keep. Through monitoring activities, ORR will ensure that the necessary records are kept by funding recipients.

This information collection aligns with the overarching generic for monitoring activities, which specifically states that the information collected will allow ACF to:

- Monitoring compliance with federal practice, guidelines and requirements

The proposed uses of the data also align with the overarching generic, which specifies that program offices will use information collected under this generic clearance to monitor funding recipient activities, including assessing progress towards meeting Notice of Funding Opportunity objectives and confirmation of compliance with grant requirements.

This is a record keeping requirement; information will not be collected by ORR.

DESCRIPTION OF RESPONDENTS: (e.g., states, grantees, or type of non-profit)
ORR ECSH recipients (nonprofit entities)

CERTIFICATION:

I certify the following to be true:

1. The collection follows U.S. Health and Human Services regulations.
2. The collection is low burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name: Zahra Cheema, Program Specialist, ACF Office of Refugee Resettlement

To assist OMB review of your request, please provide answers to the following question:

PERSONALLY IDENTIFIABLE INFORMATION:

1. Is personally identifiable information (PII) collected? ☒ Yes ☐ No

Within each case file, recipients document client eligibility for ORR services, which includes documentation related to identity and immigration status. Recipients may develop individualized service plans for each client. **ORR does not collect this information.**

2. If Yes, will any information that is collected be included in records that are subject to the Privacy Act of 1974? ☐ Yes ☒ No
3. If Yes, has an up-to-date System of Records Notice been published? ☐ Yes ☐ No

BURDEN HOURS

The number of recipients includes, both current and anticipated, ECSH Program recipients (e.g., 10 for FY21, and 35 for FY22). ORR will not require annual responses but will require that this information is collected by the recipient and made available for review during ORR-related monitoring and/or when other circumstances may require review.

Category of Respondent	No. of Respondents	No. of Responses per Respondent per year	Burden per Response (hours)	Annual Burden (hours)
ECSH Program Recipients	45	1	5	225

FEDERAL COST: The estimated annual cost to the Federal Government is \$0.

TYPE OF COLLECTION:

How will you collect the information? (Check all that apply)

- ☐ Web-based
☐ E-mail
☐ Paper mail
☒ Other, Explain

The type of collection is a records keeping request.

Please make sure to submit all instruments, instructions, and scripts with the request.