

**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 Grants Management Financial Monitoring Review

**PURPOSE:** This collection is to support completion of financial oversight functions performed by the ACF Office of Grants Management (OGM). Specifically, OGM will be requesting existing policy/procedure documentation internal to non-Federal entities (NFE) which relate to certain financial areas which are pertinent to their proper execution of federal assistance awards (i.e. grants and/or cooperative agreements) where ACF is the awarding agency. OGM will use this information to perform review procedures to assist in determining the entity’s compliance with requirements within Title 2, Code of Federal Regulations (CFR), Part 200 (*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*) (also codified at Title 45 CFR Part 75).

**DESCRIPTION OF RESPONDENTS:** All non-Federal entity types which receive funding from ACF through financial assistance awards are eligible to be selected for an annual review cycle. This includes state governments, territory governments, free association governments (Federated States of Micronesia, Republic of Palau, and Republic of the Marshall Islands), local governments, tribal governments, institutions of higher education, non-profits, for-profits, and any other organization which is or may become eligible to apply for financial assistance awards administered by ACF. The mix of entity types actually selected for each annual review cycle will vary and not necessarily include all types every year.

**CERTIFICATION:**

I certify the following to be true:

1. The collection is in compliance with 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: Wesley Hogan, Risk Oversight Manager, ACF Office of Grants Management

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 [X] No
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**

| Category of Respondent | No. of | No. of Responses | Burden per | Annual |
|------------------------|--------|------------------|------------|--------|
|------------------------|--------|------------------|------------|--------|

|   | <b>Respondents</b> | <b>per Respondent per year</b> | <b>Response</b> | <b>Burden</b>       |
|---|--------------------|--------------------------------|-----------------|---------------------|
| Private Sector                                    | 65-80              | 1                              | 4 hrs.          | 260-320 hrs.        |
| State, Local, or Tribal Governments               | 15                 | 1                              | 4 hrs.          | 60 hrs.             |
| Other – Territory or Free Association Governments | 0                  | 1                              | 4 hrs.          | 0 hrs.              |
| <b>Totals</b>                                     | <b>80-95</b>       | 1                              | 4 hrs.          | <b>320-380 hrs.</b> |

**FEDERAL COST:** The estimated annual cost to the Federal Government is \$256,000-304,000.

**TYPE OF COLLECTION:**

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

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

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