

**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**

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**TITLE OF INFORMATION COLLECTION:** Office of Refugee Resettlement Monitoring of the Status of Required Licensure for Residential Care Providers

**PURPOSE:** Unaccompanied children residential care providers are required by the Office of Refugee Resettlement (ORR) to be licensed to provide residential services. ORR aims to ensure that prelicensed recipients become licensed in a timely manner. To do so, ORR proposes to monitor recipients’ progress through the required submission of bi-monthly (every two months) updates to ORR indicating the status of their licensure. The proposed instrument, *Monitoring the Status of Required Licensure*, will allow ORR to ensure timely and complete licensure by recipients.

The proposed instrument does not collect sensitive individual-level data.

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

- monitor compliance with federal practice, guidelines, and requirements
- quickly understand and remediate national, regional, and/or site-specific issues
- ensure timely action by ACF to support grantees and protect federal interests

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 the efficiency and efficacy of funding recipient activities and to provide support or take appropriate action, as needed.

**DESCRIPTION OF RESPONDENTS:** Unaccompanied children residential care provider programs.

**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: Leandra Naranjo, Policy Advisor, Office of Refugee Resettlement

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

**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 Respondents	No. of Responses per Respondent per year	Burden per Response (hours)	Annual Burden
ORR Care provider program	40	6	.5	120

**FEDERAL COST:** The annualized cost estimate for each of these instruments considers the time of a step 1 GS-12 in the Washington, DC locality to review information following submittal. No additional costs will be incurred by the Federal government. The hourly rate was multiplied by two to account for fringe benefits and overhead.

No. of Federal Staff	No. of Responses per Federal Staff per year	Burden per Response (hours)	Annual Burden	Average Hourly Wage	Total Annual Cost
20	6	.5	60	\$83.56	\$ 5,013.60

**TYPE OF COLLECTION:**

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

- Web-based
- E-mail
- Paper mail
- Other, Explain- During regularly scheduled monthly program calls.

Funding recipients will provide ORR with the information requested in the *Monitoring the Status of Required Licensure* instrument every two months. This will occur either through email or during an already scheduled monthly program call; however, the goal is to standardize this data collection for planning purposes using a web-based system. Recipients will have the ability to enter this information directly and regularly, providing real-time updates.

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