

**Request for Approval under the “Generic Clearance for the Collection of Mandatory Grant Financial Reports” (OMB Control Number: 0970-0510)
Expiration date 6/30/2024**

TITLE OF INFORMATION COLLECTION: Refugee Support Services Federal Financial Report (SF-425) Supplemental Data Collection

PURPOSE: The Office of Refugee Resettlement (ORR) has multiple financial accounts that grantees report against, including expenditures for traditional ORR-eligible populations, Afghan humanitarian parolees and Ukrainian humanitarian parolees. Grantee allocations also include quarterly regular funding and set-aside categories under this grant program, with unique funding sources and service eligibility for each program. Currently expenditures for regular grant program awards and emergency funding for these groups are reported into one cumulative amount on the Federal Financial Report (FFR) (SF-425) (OMB #: 4040-0014). The FFR categories alone do not enable analysis of specific financial accounts or by program cost categories. Therefore, this requested action is for grantees to break out expenditure data by financial account number and program category/set aside in Box 12 of the FFR (SF-425), which is designated for additional remarks. ORR has developed detailed instructions to request this supplemental information (see Attachment 1).

DESCRIPTION OF RESPONDENTS: States, State Agency Grantee Designees

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 [X] No
3. If Yes, has an up-to-date System of Records Notice (SORN) been published? [] Yes [X] No

BURDEN HOURS

Title of Information Collection	No. of Respondents	Annual Frequency of Responses	Hourly Burden per Response	Annual Hourly Burden
RSS SF-425 Supplemental Data Collection	53	4	4	848

FEDERAL COST: The estimated annual cost to the Federal government is \$10,245.96

PUBLIC COMMENT: ACF published a notice in the *Federal Register* announcing the agency’s intention to request an OMB review of this generic information collection activity.

88 FR 16985 Date: March 21, 2023

This notice provided a 14-day period for public comment. During this comment period, ORR received one question from Washington State’s Department of Social and Health Services Division of Finance and Financial Resources. The question and ACF’s response follows.

Question: Does this [New Form] mean we are to not include these expenditures with the RSS quarterly reports in PMS? Instead we complete the forms attached for those programs. Or include the expenditures with the “regular” RSS FFR and include the completed attached forms and upload into box 12?

ACF Answer: Payment Management remains the required vehicle for reporting the FFR (the FFR attachment is there for reference). You would complete the quarterly FFR as normal and type into box 12 expenditure and any unliquidated obligations by funding categories and financial accounts noted. The table shown provides a visual on the data that is needed (not necessarily how to submit it). It can be listing in box 12 by financial account and category.

No edits were made to the proposed information collection, but ACF will support grantees in completing these forms, as needed.