

Request for Approval under the “Administration for Children and Families Generic for Information Collections Related to Gatherings” (OMB Control Number: 0970-0XXX)

TITLE OF INFORMATION COLLECTION: *Immigration Legal Services for Afghan Arrivals Event Registration Form*

Immigration Legal Services for Afghan Arrivals (ILSAA) is a service of the Office of Refugee Resettlement (ORR) within the Administration for Children and Families and is dedicated to providing new populations with the opportunity to achieve their full potential in the United States. Broadly, ORR’s programs provide people in need with critical resources to assist them in becoming integrated members of American society. More specifically, ILSAA provides immigration legal services to Eligible Arriving Afghans (EAAs) across the country and helps build the capacity of immigration legal service providers. ILSAA is funded by ORR and implemented by the U.S. Committee for Refugees and Immigrants (USCRI) and ICF.

As part of the ILSAA project’s implementation of service delivery and supports, ILSAA hosts webinars and trainings and has developed two forms for use in relation with these activities: an *Event Registration Form* and an *Event Feedback Form*. This request is specific to the *Event Registration Form*. The *Event Feedback Form* is currently approved under OMB #: 0970-0401.

The registration form is intended for completion by legal service providers, State Refugee coordinators, and representatives from partner organizations when they register for webinars and trainings. ILSAA is contracted to provide six webinars by September 2023 and develop trainings for legal service providers. This form will provide a standardized way to collect information including information to enhance potential participant engagement (e.g., professional roles collected during registration) and improved customer service (i.e., feedback will inform upcoming activities).

DESCRIPTION OF RESPONDENTS: Respondents will be legal service providers who are (a) currently contracted or (b) have the potential to contract with ILSAA to provide immigration legal services to eligible Afghan arrivals, State Refugee coordinators, and representatives from partner organizations.

CERTIFICATION:

I certify the following to be true:

1. The collection is voluntary.
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. The information collected is not intended to be disseminated to the public¹.

¹ The information collected through this request is primarily for internal review and will not be published. However, for certain activities information submitted by accepted participants, such as research abstracts to be presented in a poster session, may be published on an ACF website or included in a printed or online program for the activity or subsequent publication describing the activity.

5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.

Name and affiliation: David Warunek, Support Services, Contracting Officer Representative
ACF Office of Refugee Resettlement

To assist review, please provide the following information:

BURDEN HOURS

Information Collection	Category of Respondent	No. of Annual Respondents	No. of Responses per Respondent	Estimated Time per Response	Annual Burden Hours
ILSAA Event Registration Form	Individuals	95	4	0.017	7

FEDERAL COST: The estimated annual cost to the Federal government is \$300

Administration of the Instrument

1. How will you collect the information? (Check all that apply)
 - Web-based or other forms of Social Media
 - Telephone
 - In-person
 - Mail
 - Other, Explain

Please make sure that all instruments, instructions, and scripts are submitted with the request.