

**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, Expiration date:11.30.23**

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**TITLE OF INFORMATION COLLECTION:** Office of Refugee Resettlement Services to Afghan Survivors of Combat Program Notification Letter and Pre-Monitoring Questionnaire

**PURPOSE:** The Administration for Children and Families (ACF) Office of Refugee Resettlement (ORR) one-time, three-year program Services to Afghan Survivors of Combat (SASIC) grant program is designed to help Afghan arrivals eligible for funding under the Additional Afghanistan Supplemental Appropriations Act, 2022 (ASA) overcome the severe, pervasive, and long-lasting effects of combat-related trauma and to facilitate their achievement of sustained physical, social, emotional, and economic well-being. The SASIC Program will increase eligible Afghan arrivals’ access to, and engagement with, effective, holistic, strengths-based, trauma-informed, and culturally and linguistically appropriate services. ORR conducts monitoring of programs at least once per three-year program period. In preparation for monitoring, ORR requests that recipients complete a standard pre-monitoring questionnaire that provides information of program activities, budget, outcomes, and internal controls. Information provided via this questionnaire helps ORR program staff assess program implementation and results prior to the monitoring to target questions and discussions to areas of greatest need.

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

- monitoring of compliance with federal practice, guidelines and requirements,
- provision of support as needed,
- accurate assessment of the efficiency and efficacy of recipient activities
- documentation of promising practice, innovative services, and program strengths
- flexible and responsive oversight of federal funds

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 (NOFO) objectives and confirmation of compliance with grant requirements.

Information collected will be used directly to guide site visits, identify areas for technical assistance, and support recommendations and corrective actions.

**DESCRIPTION OF RESPONDENTS:** (e.g., states, grantees, or type of non-profit)  
ORR SASIC Program grant recipients who will be monitored.

**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: Francine White, Sr. Program Specialist

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
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	Annual Burden
SASIC grant recipients	24	1	5	120

**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

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