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 Refugee Resettlement Emergency Operations Plan Survey

PURPOSE: The Office of Refugee Resettlement (ORR), Division of Planning and Logistics (DPL) is implementing emergency management protocols and processes for Unaccompanied Children (UC) Program care provider grantees and contractors. Under their cooperative agreement or contract, each grantee or contractor care provider facility is required to have an emergency operations plan to provide for the safety of the children and staff at that site. These plans must outline emergency preparedness and response actions to be taken to ensure the safety and security of the children and the staff who work with them in accordance with state licensing requirements and national standards.

DPL seeks approval to conduct a survey of standard care facilities to determine the preparedness and degree of emergency management planning each site has for unaccompanied children and staff in the event there is a natural disaster or manmade threat. Survey findings will be provided to each facility, along with recommendations for strengthening their emergency operations plans. DPL will also help facilities identify training opportunities for staff as well as for the children who may not be familiar with the emergency management and response protocols used by communities in the United States.

In addition, DPL will use the information gathered to work with ORR's Multidisciplinary Technical Assistance Team in order to develop a training and technical assistance (T/TA) plan that will provide guidance for implementing current emergency management standards, with a particular emphasis on areas for improvement identified in the survey results. The T/TA plan will offer training and tools to assist care providers in maintaining the highest emergency management standards, thereby strengthening emergency preparedness across the entire UC Program care provider network.

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 state licensing requirements and national standards
- quick understanding of and remediation for site-specific issues
- provision of support as needed
- accurate assessment of the efficiency and efficacy of recipient emergency management activities

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 provide oversight and evaluate grantee performance, confirm compliance with grant requirements, and determine if additional actions/support (e.g., T/TA) are needed to increase the potential for success or to protect federal interests.

DESCRIPTION OF RESPONDENTS: Care provider facilities

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: *Ronda Lefeged, Plans Section Chief*

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:
ORR has approximately 300 facilities in its care provider network. DPL estimates that it will take about 3 years to complete surveys for all facilities. DPL plans to use the survey to continuously monitor facilities, meaning that facilities will be expected to complete the survey approximately once every three years.

Title of Information Collection	Category of Respondent	# Respondents (total)	# Responses per Respondent per year	Burden per Response (hours)	Annual Burden (hours)
Emergency Operations Plan Survey	Private Sector: care provider facilities	300	0.33	0.75	74.25

FEDERAL COST: The estimated annual cost to the Federal Government is $21,468.

The total cost estimate considers the time of a step 1 GS-13 in the Washington, DC locality to 1) arrange and conduct the survey, and 2) review information obtained during the survey sessions and example tools/products emailed to ORR. No additional costs will be incurred by the Federal government. The hourly rate was multiplied by two to account for fringe benefits and overhead.

Total Number of Federal Staff	Total Number of Survey Sessions/Reviews per Federal Staff	Average Burden Hours per Session/Review	Total Burden Hours	Average Hourly Wage	Total Cost
5	20	2	200	$107.34	$21,468

TYPE OF COLLECTION:

How will you collect the information? (Check all that apply)
[ ] Web-based
[ ] E-mail
[ ] Paper mail
[X] Other, Explain

The survey will be coordinated through the Project Officers (PO) who manage grantee relationships with the facilities. DPL will send a description of the survey, a request for the site's current emergency operation plan and a description of the process to the PO with a date and time for a virtual meeting[1]. The PO will contact the facility and forward the invitation for the survey. To minimize the impact of the time this survey will take, the site staff have the option to schedule according to their availability. The site will send their current emergency operation plan to the DPL mailbox.

The survey will be posted during the virtual call for the site staff to see as the DPL staff ask the questions. Most are yes or no questions with a few that are discussion based. DPL will document the answers as the site staff answer questions.

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[1] Meetings are currently planned to be hosted through Microsoft Teams.