

# **State Plan for Grants to States for Refugee Resettlement**

**OMB Information Collection Request  
0970 - 0351**

## **Supporting Statement**

### **Part A - Justification**

**January 2024**

**Type of Request: Revision**

Submitted By:  
Office of Refugee Resettlement  
Administration for Children and Families  
U.S. Department of Health and Human Services

## **1. Circumstances Making the Collection of Information Necessary**

In order for a State or Replacement Designee (RD) to receive refugee resettlement assistance funds, it must submit a plan that meets the requirements of 8 U.S.C. 1522 of the Immigration and Nationality Act (the Act) [Title IV, Sec. 412 of the Act] for each state agency requesting federal funding for refugee resettlement under 8 U.S.C. 524 [Title IV, Sec. 414 of the Act]) and 45 CFR Part 400. The State Plan Template for Grants to States for Refugee Resettlement provides states and RDs with the required components and mandatory sequence of a State Plan. The collection is necessary for the Office of Refugee Resettlement (ORR) to ensure that a state or RD administering an ORR-funded refugee assistance program has prepared a plan that meets the requirements of 45 CFR Part 400.

This information collection request is to extend approval of the existing State Plan Template with revisions to enhance the requirements for collaboration and engagement, expand the non-discrimination aspects, as well as to streamline and standardize the instrument and collection regarding the unaccompanied children program.

## **2. Purpose and Use of the Information Collection**

The information provided through the State Plan assures ORR that the states, the District of Columbia, and RDs under 45 CFR 400.301(c), administering or supervising the administration of programs under Title IV of the Act are capable of administering refugee assistance and coordinating employment and other social services for eligible caseloads in conformity with specific requirements of title IV of the Act and 45 CFR Part 400.

The State Plan serves as the application to participate in the Refugee Resettlement Program describing and assuring that all aspects of the program will be implemented to conform with 45 CFR Part 400. This information also helps ORR analyze assistance rates in various states while reviewing CMA budget estimates.

## **3. Use of Improved Information Technology and Burden Reduction**

Data for this information collection will be accepted electronically via email. ORR is exploring options for web based online submission in the future.

## **4. Efforts to Identify Duplication and Use of Similar Information**

No other data source collects similar information.

## **5. Impact on Small Businesses or Other Small Entities**

N/A

## **6. Consequences of Collecting the Information Less Frequently**

States and RDs must submit a new or amended State Plan annually. ORR's Cash and Medical Assistance and Refugee Support Services program funds are allocated to states and

RD's based on refugee and other eligible population data. The absence of an approved annual state plan would impede the awarding of such funds.

**7. Special Circumstances Relating to the Guidelines of 5 CFR 1320.5**

There are no special circumstances required in the collection of this information in a manner other than required by OMB.

**8. Comments in Response to the Federal Register Notice and Efforts to Consult Outside the Agency**

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection activity. This notice was published on November 2, 2023, Volume 88, Number 211, page 75289, and provided a sixty-day period for public comment. ORR did not receive any comments.

**9. Explanation of Any Payment or Gift to Respondents**

N/A

**10. Assurance of Confidentiality Provided to Respondents**

Information provided in the State Plans is not confidential.

**11. Justification for Sensitive Questions**

There are no questions of a sensitive nature in the application requirements.

**12. Estimates of Annualized Burden Hours and Costs**

There are 59 respondents, which includes 41 states, 17 RDs and District of Columbia. The response frequency is annual, if the State Plan is approved by OMB for three years it would amount to three responses total per respondent. Since the previous approval of the State Plan, ORR divisions responsible for specific parts of the RRP (Division of Refugee Assistance, Division of Refugee Health, and Unaccompanied Refugee Minors) reviewed the estimated time to complete and revise the template and based on their experience and regular communication with states, ORR estimates that time for respondents to address all aspects of the Plan and make necessary revisions will not result in increase since the previous approval.

Information Collection Title	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Annual Burden Hours	Average Hourly Wage	Total Annual Cost
Title IV State Plan	59	3	18	3,186	1,062	\$76.26	\$80,988

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social and Community Services Managers [11-9151] and wage data from May 2022, which is \$38.13 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is \$76.26. The estimate of annualized cost to respondents for hour burden is \$76.26 times 1,062 hours or \$80,988.

<https://www.bls.gov/oes/current/oes119151.htm>

### **13. Estimates of Other Total Annual Cost Burden to Respondents and Record Keepers**

There are no costs to respondents or record keepers.

### **14. Annualized Cost to the Federal Government**

Instrument	Number of Respondents	Average Burden Federal Hours Per Review	Total Burden Hours Per Response	Average Hourly Wage	Total Annual Cost
Title IV State Plan	59	8	472	\$50.32	\$23,751
<b>Estimated Total Annualized Cost to the Federal Government</b>					<b>\$23,751</b>

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Management Analysts [13-1111] and wage data from May 2022, which is \$50.32 per hour. The estimate of annualized cost to respondents for hour burden is \$50.32 times 472 hours or \$23,751. This total amount covers time and effort of staff to review, clarify and correct plans, submit to approval process, and file.

<https://www.bls.gov/oes/current/oes131111.htm>

### **15. Explanation for Program Changes or Adjustments**

This request is a renewal of the existing instrument with revisions. There are 17 Replacement Designees along with 42 states participating in refugee program. The instrument was revised to enhance the requirements for collaboration and engagement, expand the non-discrimination aspects, as well as to streamline and standardize the instrument and collection regarding the unaccompanied children program.

### **16. Plans for Tabulation and Publication and Project Time Schedule**

States must submit by August 15 each year a new or amended State Plan for the next Federal FY.

### **17. Reason(s) Display of OMB Expiration Date is Inappropriate**

N/A

### **18. Exceptions to Certification for Paperwork Reduction Act Submissions**

No exceptions are necessary for this information collection.