

**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**

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**TITLE OF INFORMATION COLLECTION:** Office of Refugee Resettlement (ORR)  
Refugee Agricultural Partnership Program (RAPP) Case File Requirements

**PURPOSE:** The Administration for Children and Families (ACF) Office of Refugee Resettlement (ORR) requires RAPP funding recipients to keep records of documents related to grant spending and performance of program-related activities. This specific record keeping requirement allows ORR to specify records RAPP funding recipients must keep. Through monitoring activities, ORR will ensure that the necessary records are kept by funding recipients.

This information collection aligns with the overarching generic for monitoring activities, which specifically states that the information collected will allow for ACF’s:

- monitoring of compliance with federal practice, guidelines, and requirements,
- 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 would use information collected under this generic clearance to monitor funding recipient activities and to provide support or take appropriate action, as needed. This could include:

- Oversight and evaluation of grantee performance: technical/programmatic, financial, and business management.
- Assessment of progress towards meeting Funding Opportunity Announcement objectives.
- Confirmation of compliance with grant requirements: determining whether federal grants are being used for the purposes for which they are made and taking appropriate actions for non-compliance and enforcement.
- Verification that programs/projects initiated by grantees are carried out in a manner consistent with the grantee’s approved project goals and objectives, and in a manner consistent with ACF’s expectations
- Day-to-day activities, activities performed at specified intervals, and periodic evaluations of grantee performance that are required by statute or policy.
- Determination of certain aspects of continued performance (e.g., continued funding).

This is a record keeping requirement; information will not be collected by ORR.

**DESCRIPTION OF RESPONDENTS:** (e.g., states, grantees, or type of non-profit)  
ORR RAPP recipients (nonprofit entities)

**CERTIFICATION:**

I certify the following to be true:

1. The collection follows 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: Yimeem Vu, Program Specialist, ACF Office of Refugee Resettlement

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

Within each case file, grantees document client eligibility for ORR services, which includes documentation related to identity and immigration status, and business-related documentation, which may include credit score(s) and other financial information. **ORR does not collect this information.**

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 anticipates awarding 25 new RAPP grants in in FY2023. This request would cover all anticipated awards made in FY2023. ORR will not require annual responses but will require that this information is collected by the recipient and made available for review during ORR-related monitoring and/or when other circumstances may require review.

Category of Respondent	No. of Respondents	No. of Responses per Respondent per year	Burden per Response (hours)	Annual Burden (hours)
RAPP Program Recipients	25	1	20	500

**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

The type of collection is a records keeping request.

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

