

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 Refugee Individual Development Accounts Program Pre-Monitoring Questionnaire

PURPOSE: The Administration for Children and Families (ACF) Office of Refugee Resettlement (ORR) conducts monitoring of Individual Development Accounts (IDA) 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 the information collected will allow ACF to:

- Monitor compliance with federal practice, guidelines and requirements
- Have flexible and responsive oversight of federal funds
- Provide support as needed

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 Refugee IDA 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: Yimeem Vu, Refugee Services 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
Refugee IDA Program grant recipients	28	1	3	84

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.