

**To:** Kelsi Felz  
Office of Information and Regulatory Affairs (OIRA)  
Office of Management and Budget (OMB)

**From:** David Warunek  
Office of Refugee Resettlement  
Administration for Children and Families (ACF)

**Date:** March 1, 2024

**Subject:** Change Request – *Immigration Legal Services for Afghan Arrivals Event Registration Form* (OMB #0970-0617)

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This memo requests approval of changes to the approved information collection, *Immigration Legal Services for Afghan Arrivals (ILSAA) Event Registration Form*, approved under the Generic Clearance for Gatherings (OMB #0970-0617).

### ***Background***

OMB initially approved the ILSAA Event Registration Form on April 13, 2023, under OMB #0970-0401, and subsequently approved moving it to OMB #0970-0617 on September 21, 2023. Since this approval, we have revised the total burden estimates based on projections related to how many respondents we expect for the form and plans to continue to provide training webinars through September 2024 (previously estimated through 2023). We also identified minor updates to the form, including to project team contact information and providing respondents with an option to choose not to receive emails from ILSAA.

### ***Overview of Requested Changes***

This request is to make the following updates to approved submission form:

- Adjusted the annual estimated number of respondents from 95 to 210.
- Updated the number of responses per respondent to reflect hosting trainings through September 2024.
- Adjusted the cost to the federal government to account for more review time by federal personnel.

We also request to make the following updates to approved *ILSAA Event Registration Form*:

- Updated the project team contact information.
- Added a section where respondents can opt-out of receiving emails from ILSAA.

The updated submission form and registration form are included with this request.