

**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:** Annual Data Collection on Sexual Abuse and Sexual Harassment Involving Unaccompanied Children

**PURPOSE:** The Office of Refugee Resettlement’s (ORR) Interim Final Rule (IFR) on *Standards to Prevent, Detect, and Respond to Sexual Abuse and Sexual Harassment Involving Unaccompanied Children* requires care provider programs to aggregate and provide to ORR incident-based sexual abuse and sexual harassment data on an annual basis (45 CFR 411.102(d)). The IFR requires ORR to review the aggregate data provided in order to assess and improve the effectiveness of its sexual abuse and sexual harassment prevention, detection, and response policies, procedures, practices, and training. This includes identifying problem areas, taking corrective actions on an ongoing basis, and preparing an annual report of its findings and corrective actions. ORR is required to make the annual report available to the public (45 CFR 411.103). The proposed instrument, *Annual Data Collection on Sexual Abuse and Sexual Harassment Involving Unaccompanied Children*, will allow ORR to meet these obligations.

The proposed instrument collects **aggregate data only; no sensitive individual-level data is collected** in the proposed instrument, nor is it included in the annual reported based on the collected data. The individual-level instruments from which care providers aggregate the data underwent a public comment period this year and were approved by OMB as follows:

| <b>Instrument Title</b>   | <b>OMB#</b> | <b>Last Approved by OMB</b> |
|---|-------------|-----------------------------|
| Sexual Abuse Significant Incident Report (Form A-10C)               | 0970-0547   | 05/25/21                    |
| UC Incident Review (Form M-5A)<br>Adult Incident Review (Form M-5B) | 0970-0564   | 07/12/21                    |

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

- monitor of compliance with federal practice, guidelines, and requirements
- quickly understand and remediate national, regional, and/or site-specific issues
- ensure timely action by ACF to support grantees and protect federal interests

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 the efficiency and efficacy of funding recipient activities and to provide support or take appropriate action, as needed.

**DESCRIPTION OF RESPONDENTS:** ORR care provider programs

**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: Shannon Herboldsheimer, Procedures Analyst, Division of Policy and Procedures, 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
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 (hours) | Annual Burden (hours) |
|---------------------------|--------------------|--|-----------------------------|-----------------------|
| ORR Care Provider Program | 300                | 1  | 1.5                         | 450                   |

**FEDERAL COST:** The annualized cost estimate for each of these instruments considers the time of a step 1 GS-12 in the Washington, DC locality to review information following submittal. No additional costs will be incurred by the Federal government. The hourly rate was multiplied by two to account for fringe benefits and overhead.

| No. of Federal Staff | No. of Responses per Federal Staff per year | Burden per Response (hours) | Annual Burden | Average Hourly Wage | Total Annual Cost |
|----------------------|---|-----------------------------|---------------|---------------------|-------------------|
| 3                    | 1   | 1.5                         | 4.5           | \$83.56             | \$376.02          |

**TYPE OF COLLECTION:**

How will you collect the information? (Check all that apply)

- Web-based
- E-mail
- Paper mail
- Other, Explain