

**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 Monitoring Residential Care Provider Staffing & Vacancies

**PURPOSE:** Residential care providers are required to maintain specific staffing levels that ensures their ability to adequately operate their programs and maintain appropriate capacity. The proposed instrument, *Monitoring Residential Care Provider Staffing & Vacancies*, will allow the Office of Refugee Resettlement (ORR) to ensure that funding recipients are sufficiently staffed and able to deliver their funded capacity. ORR proposes to monitor the recipients through the submission of bi-weekly (every two weeks) updates to ORR indicating the number of funded positions, the number of positions that are filled, the number of positions onboarding, and the number of vacant positions.

The proposed instrument does not collect any individual-level data.

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;
- quickly understand and remediate national, regional, and/or site-specific issues;
- provide support as needed;
- have an accurate assessment of the efficiency and efficacy of recipient activities; and
- ensure timely action by ACF to support grantees and protect federal interests.

The proposed uses of the data also align with the overarching generic information collection, 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:** Unaccompanied children residential care provider grant recipients.

**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: Leandra Naranjo, Policy Advisor, Office of Refugee Resettlement

To assist OMB review of your request, please provide answers to the following questions:

**PERSONALLY IDENTIFIABLE INFORMATION:**

- 1. Is personally identifiable information (PII) collected? [ ] Yes [x] 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
ORR residential care provider grant recipients	180	24	1.5	6,480

**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 Reviews per Federal Staff per year	Burden per Review (hours)	Annual Burden	Average Hourly Wage	Total Annual Cost
79	24	0.5	948	\$83.56	\$79,214.88

**TYPE OF COLLECTION:**

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

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

Funding recipients will provide ORR with the information requested in the *Monitoring Residential Care Provider Staffing* instrument bi-weekly (every two weeks). This will occur through email. However, the goal is to standardize this data collection for planning purposes using a web-based system that recipients can access.

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