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Office of Information and Regulatory Affairs (OIRA)
Office of Management and Budget (OMB)

From: Shannon Herboldsheimer
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Administration for Children and Families (ACF)

Date: July 9, 2026

Subject: Change Request – Generic for ACF Program Office Monitoring Activities (OMB #0970-0558)

This memo requests approval of changes to the approved information collection, Office of Refugee Resettlement Emergency Operations Plan Survey, approved under the Generic for ACF Program Office Monitoring Activities (OMB #0970-0558).

Background

The Office of Refugee Resettlement (ORR) previously received approval for the Emergency Operations Plan Survey under OMB Control Number 0970-0558 on April 19, 2024. The survey is used to monitor care provider facilities' emergency operations planning, assess compliance with state licensing requirements and national standards, and identify training and technical assistance needs for strengthening emergency preparedness across the care provider network.

ORR is submitting revised materials to reflect current program terminology, organizational responsibility, and operational assumptions. The revisions also update the survey instrument to better capture whether emergency operations plans address visitors, licensing requirements, flood zones, hazard- and risk-specific annexes, evacuation-route risks, and additional hazard types. The collection remains low burden, does not collect personally identifiable information, and will continue to be conducted through virtual meetings coordinated through Project Officers.

Overview of Requested Changes

The proposed changes update the collection to reflect current ORR structure and terminology and to improve the specificity of the survey questions.

Changes to the submission form:

- Updated the names of ORR components (divisions, bureaus, etc.) to reflect name changes that were a result of ORR's recent reorganization.
- Updated terminology from "unaccompanied children (UC)" to "unaccompanied alien children (UAC)."
- Expanded references to emergency operations plans to include the safety and security of visitors in addition to children and staff.
- Burden Hours
 - Updated the estimated time for ORR to complete the initial survey for each facility

- o from about 3 years to about 2 years.
 - o Updated the frequency of ongoing surveys from once every three years to once every two to three years and updated the estimated responses per respondent per year from 0.33 to 0.5.
 - o Updated the respondent universe from approximately 300 facilities to approximately 200 facilities.
 - o As a result of the above updates, the annual burden changed from 74.25 hours to 75 hours. The burden per response remains 0.75 hours.
- Updated the estimated annual federal cost from \$21,468 to \$21,898, reflecting an updated average hourly wage of \$109.49. The total federal burden hours remain 200.

Changes to the survey instrument:

- Section 1
 - o Revised the Access and Functional Needs question to ask whether the plan addresses children, staff, and visitors; removed the lengthy FEMA definition that appeared in the prior instrument.
 - o Split the ORR point-of-contact question into separate items asking when the facility contacts ORR after plan activation and whether the facility has updated ORR point-of-contact information.
 - o Added a follow-up question asking whether the plan meets state licensing requirements.
- Section 2
 - o Added a flood-zone follow-up question under the local hazard and risk assessment section.
 - o Revised the question about sharing the completed plan with authorities to specify local, county, and state authorities and to reference licensing requirements.
 - o Removed the question about emergency actions when children are not on site.
 - o Added a follow-up question about whether the plan has appropriate annexes to support the hazard and risk assessment.
- Section 4
 - o Added a follow-up question asking whether offsite evacuation plans consider hazards and risks along the route and at the new location.
- Section 5
 - o Updated the hazards section to refer to hazards/risks
 - o Revised several of the listed hazards, including fire (structural and wildland), building evacuation, protests/civil unrest/gang activity/local threat awareness, and medical/pandemic/mental health.
 - o Added specific hazard items for unauthorized absence, bomb threat, and power outages.
 - o Split the catch-all hazard question into two items asking whether there are other specific local or regional hazards/risks and, if so, what they are and whether they are documented in the program's hazard and risk assessment.