Matching Grant/Preferred Communities Subrecipient Survey

Formative Data Collections for Program Support

0970 – 0531

Supporting Statement

Part A - Justification

April 2026

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A1. Necessity for the Data Collection

The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services (HHS) seeks approval for a survey to gather feedback from Matching Grant (MG) and Preferred Communities (PC) subrecipients to inform the Office of Refugee Resettlement's (ORR) monitoring, training, and technical assistance.

Background

ORR seeks to ensure its PC and MG recipients, national resettlement agencies, comply with program requirements. As part of this effort, ORR's refugee monitoring team has designed a short survey for MG and PC Program subrecipients to understand the oversight and guidance local offices receive from national resettlement agency headquarters. The survey focuses on monitoring, training, and technical assistance provided by national resettlement agency headquarters. This data collection will inform ORR's recipient monitoring reviews, scheduled for FY 2026.

Legal or Administrative Requirements that Necessitate the Collection

There are no legal or administrative requirements that necessitate the collection. ACF is undertaking the collection at the discretion of the agency.

A2. Purpose of Survey and Data Collection Procedures

Overview of Purpose and Use

The purpose of the surveys is to understand local MG and PC program's experiences with the national resettlement agency headquarters' monitoring, training, and technical assistance. The information from this data collection will be used to inform ORR's monitoring reviews of recipient headquarters, scheduled to take place in Q3 of FY 2026 by providing monitoring and compliance experts insight into how recipients support MG and PC subrecipients.

This proposed information collection meets the following goals of ACF's generic clearance for formative data collections for program support (0970-0531):

- Obtaining feedback about processes and/or practices to inform ACF program support.

Processes for Information Collection

The survey will be conducted using the online survey platform Qualtrics and will be sent to MG and PC subrecipient staff, who will be asked to answer five questions (which will include multiple choice and free response) regarding recipient support, training, and technical assistance.

A3. Improved Information Technology to Reduce Burden

The survey will be completed electronically, utilizing Qualtrics software and accessed through an email link.

A4. Efforts to Identify Duplication

This information does not exist in any other form.

A5. Involvement of Small Organizations

MG and PC subrecipients may be considered small businesses, and ORR is mindful of their workload and staffing capacity. Thus, the survey can be completed at their leisure and should take no more than 15 minutes to complete.

A6. Consequences of Less Frequent Data Collection

This is a one-time data collection.

A7. Special Circumstances

There are no special circumstances for the proposed data collection efforts.

A8. Federal Register Notice and Consultation

Federal Register Notice and Comments

In accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13) and Office of Management and Budget (OMB) regulations at 5 CFR Part 1320 (60 FR 44978, August 29, 1995), ACF published a notice in the Federal Register announcing the agency's intention to request an OMB review of this information collection request to extend approval of the umbrella generic with minor changes. The notice was published on April 28, 2025, (90 FR 17603), and provided a sixty-day period for public comment. ACF did not receive any comments on the first notice. A second notice was published, allowing a thirty-day period for public comment (90 FR 42248, in conjunction with submission of the request to OMB. ACF did not receive any comments on the second notice.

Consultation with Outside Experts

No consultations have taken place with experts outside of the project team.

A9. Tokens of Appreciation for Respondents

No tokens of appreciation for respondents are proposed for this information collection.

A10. Privacy of Respondents

Information collected will be kept private to the extent permitted by law. Respondents will be informed of all planned uses of data, that their participation is voluntary, and that their information will be kept private. ORR will not ask for any personally identifiable information (PII) in this data collection.

A11. Sensitive Questions

There are no sensitive questions in this data collection.

A12. Estimation of Information Collection Burden

Burden Estimates

The burden for this data collection was estimated through testing the survey instrument internally and calculating the time it would take for a respondent to answer all questions. The survey will be sent to MG and PC subrecipients who will complete the survey once.

Cost Estimates

The cost to respondents was calculated using the Bureau of Labor Statistics (BLS) job code for Social and Human Services Assistants [21-1093] and wage data from May 2024, which is $22.64 per hour. To account for fringe benefits and overhead the rate was multiplied by two which is $45.28.

https://www.bls.gov/oes/current/oes_stru.htm

Instrument	Total Number of Respondents	Total Number of Responses Per Respondent	Average Burden Hours Per Response	Total Burden Hours	Average Hourly Wage	Total Annual Cost
MG Subrecipient Survey	60	1	0.25	15	$45.28	$679.20
PC Subrecipient Survey	60	1	0.25	15	$45.28	$679.20
Total Burden and Cost Estimates:				30	$45.28	$1,358.40

A13. Cost Burden to Respondents or Record Keepers

There are no additional costs to respondents.

A14. Estimate of Cost to the Federal Government

The total cost for the data collection activities under this current request will be $4,500.

A15. Change in Burden

This is for an individual information collection under the umbrella formative generic clearance for program support (0970-0531).

A16. Plan and Time Schedule for Information Collection, Tabulation and Publication

This data collection will take place in May and June 2026 and will be used to inform monitoring reviews of recipient headquarters. ORR does not plan to publish the results of this data collection.

A17. Reasons Not to Display OMB Expiration Date

All instruments will display the expiration date for OMB approval.

A18. Exceptions to Certification for Paperwork Reduction Act Submissions

No exceptions are necessary for this information collection.