# Request for approval under the clearance of the "Generic Performance Progress Report" OMB control Number: 0970-0490

**TITLE OF INFORMATION COLLECTION:** Instructions for the Office of Refugee Resettlement Unaccompanied Children Program Home Study and Post-Release Service Grant Recipient Program Indicators

**PURPOSE:** Office of Refugee Resettlement (ORR) grant recipients complete performance progress report (PPR) information through the standard ACF PPR (OMB #0970-0406), including Home Study and Post-Release Service (HS &PRS) grant recipients. ORR proposes to add additional metrics (program indicators) to the PPR for ORR HS & PRS grant recipients. These additional program indicators will provide ORR with necessary information to assess the performance of grant recipients, and analyze HS & PRS outcomes to inform ORR's program development and services. Grant recipients will continue to complete the ACF PPR and these program indicators will be included as an Appendix to the PPR.

Currently, ORR's case management database (UC Portal) does not have the capacity to capture the data covered by the proposed Appendix nor is the data available from other sources. Therefore, the Appendix is necessary in order for ORR to have the information needed to enhance its assessments of HS & PRS grant recipient performance and better analyze outcomes of the services provided to unaccompanied children.

**DESCRIPTION OF RESPONDENTS**: ORR HS & PRS grant recipients

**CERTIFICATION:**

I certify the following to be true:

1. The collection is in compliance with U.S. Health and Human Services (HHS) regulations.
2. The collection is non-controversial and does not raise issues of concern to other federal agencies.
3. Information gathered is meant primarily for program improvement and accountability.

Name and Title: Tiffany Pham, Project Officer Supervisor

To assist Office of Management and Budget (OMB) review of your request, please provide answers to the following question:

**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 (SORN) been published? [ ] Yes [ ] No

**BURDEN HOURS**

In addition to ongoing quarterly collection of information from respondents, ORR plans to request that respondents provide data retroactively from October 1, 2023 to present to ensure that ORR has data for the entirety of FY2024. ORR expects this one-time submission of additional data to take 0.5 hours per respondent for a total of 12.5 burden hours.

| Category of Respondent | No. of Respondents | No. of Responses per Respondent | Burden per Response (hours) | Annual Burden (hours) |
|---|---|---|---|---|
| HS/PRS Provider Grant Recipients - Retroactive | 25 | 1 | 0.5 | 12.5 |
| HS/PRS Provider Grant Recipients - Ongoing | 25 | 4 | 0.5 | 50 |
| **Totals** | **25** | | **0.5** | **62.5** |

**FEDERAL COST:** The estimated annual cost to the federal government is $4,709.
ORR Federal Staff will review quarterly analysis reports produced by HS/PRS Providers. The annualized cost estimate for this review considers the time of a step 1 GS-12 in the Washington, DC locality. The hourly rate was multiplied by two to account for fringe and overhead.

| No. of Federal Staff | No. of Reviews per Federal Staff | Burden per Review (hours) | Annual Burden (hours) | Hourly Wage | Total Cost |
|---|---|---|---|---|---|
| 5 | 20 | 0.5 | 50 | $90.56 | $4,528 |

**TYPE OF COLLECTION:**

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

[ ] Web-based
[X] Email
[ ] Paper mail
[ ] Other, Explain