



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Refugee Resettlement | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/programs/orr

State Plan Template for Grants to States and Replacement Designees for Refugee Resettlement

Dear Colleague Letter 21-09

June 30, 2021

Dear Colleague:

In conjunction with the release of ORR's revised *State Plan Template for Grants to States and Replacement Designees for Refugee Resettlement* (hereinafter "state plan template"), ORR is issuing this Dear Colleague Letter (DCL) to provide additional information regarding the preparation and submission of a state plan. ORR regulations 45 C.F.R. §§ 400.4 - 400.9 address the requirement that states and replacement designees (RDs) submit a state plan to ORR for approval in order to receive refugee resettlement assistance funds appropriated under section 414 of the Immigration and Nationality Act.

States and RDs must annually either submit a state plan or amendment to ORR or certify that the last approved state plan is current and continues to be in effect.¹ The state plan must be signed by the Governor, the Governor's designee, or, in the case of an RD, by the RD's authorized representative. If the state chooses to submit an amendment, ORR requests that the state submit the amendment, highlighted, within the previously approved plan, to ensure that both ORR and the state have the same version of the state plan in its entirety.

The submission of the state plan is due on August 15 each year, unless ORR approves a later submission (the FY 2022 submission will be due on October 1, 2021). If during the course of a fiscal year significant changes are made or planned, ORR expects the state or RD to submit a proposed amendment to its state plan. If a state or RD has questions about which changes warrant an amendment, it should consult with its ORR Regional Representative/Analyst.

States and RDs should provide detailed descriptions of how services are provided, in addition to assurances that services will be in compliance with program requirements. Please reference the [revised state plan template](#) for clarity regarding components that require comprehensive descriptions.

¹ If a state or RD is considering submitting a certification letter rather than a state plan or amendment, it should carefully review its most recently approved state plan to ensure that the plan accurately and sufficiently responds to all elements of the state plan template, including a current description of placement capacity and delivery of services. Changes would require a new submission.



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If you have questions about the information contained in this DCL, please contact the Division of Refugee Assistance at draprograms@acf.hhs.gov.

Sincerely,

Cindy Huang
Director
Office of Refugee Resettlement