

**DOCUMENTATION FOR THE GENERIC CLEARANCE  
FOR THE COLLECTION OF QUALITATIVE RESEARCH & ASSESSMENT**

---

**TITLE OF INFORMATION COLLECTION:** Consolidated FFR Form Completion Survey

- INTERVIEWS
- SMALL DISCUSSION GROUPS
- FOCUS GROUPS
- QUESTIONNAIRES
- OTHER

**DESCRIPTION OF THIS SPECIFIC COLLECTION**

**1. Intended purpose**

Federal grant recipients are required to complete the Federal Financial Report (FFR) and submit their form to their grant-awarding agency. Some agencies require recipients to submit their FFR through multiple entry points. The Administration for Children and Families (ACF) is currently conducting a pilot requesting select recipients to submit the FFR through a single entry point.

The Department of Health and Human Services DATA Act Program Management Office (DAP) has been designated by Office of Management and Budget (OMB) as the executing agent for the Section 5 Grants Pilot (Pilot). As such, DAP has developed a framework which includes six Test Models to implement this Pilot. DAP will use the ACF pilot (known as the Consolidated FFR) as one of its Test Models and will survey the ACF recipients to identify the potential reduction in recipient burden related to recipients completing and submitting the FFR through one single entry system.

**2. Need for the collection**

If grant recipients can enter complete FFR information systematically through one entry point instead of multiple entry points, then grant recipient burden may be reduced and data accuracy may be improved.

**3. Planned use of the data**

Through an online tool, DAP will distribute and compile survey responses from Consolidated FFR Test Model participants. DAP will use this data in an aggregate format to include in OMB's report to Congress. Data will focus on participant experience regarding the new consolidated submission process for the FFR (known as Consolidated FFR), specifically towards burden and duplication reduction.

**4. Date(s) and location(s)**

We are seeking approval to collect data from an online survey held from May 2016 through May 2017.

**5. Collection procedures**

Participants will receive an introductory email along with a link to an online survey. The participants will voluntarily complete the survey, which will inquire about their experience with the Consolidated FFR, as well as demographic information about their organization. DAP will administer the surveys quarterly, aligning with the recipient’s FFR submissions.

**6. Number of collections (e.g., focus groups, questionnaires, sessions)**

DAP will distribute the online survey (via GovDelivery) to participants submitting the Consolidated FFR quarterly for one year. Follow up emails may occur to support a high response rate.

**7. Description of respondents/participants**

The population that will receive the Consolidated FFR survey consists of the recipients of an ongoing Administration for Children and Families pilot.

**8. Description of how results will be used**

The results will provide qualitative information on the views of affected recipients for a new FFR process. DAP will use the responses to develop non-generalizable recommendations for reducing recipient burden, standardizing reporting, and eliminating duplication, as applicable

**9. Description of how results will or will not be disseminated and why or why not**

An analysis of the survey results will be included in OMB’s report to Congress in 2017. Outside of the report to OMB, if it is deemed appropriate and necessary to disseminate information related to this data collection, DAP will follow the HHS “Guidelines for Ensuring the Quality of Information Disseminated to the Public,” and will include specific discussion of the limitation of the qualitative results discussed above. DAP may also receive requests to release the information (e.g., congressional inquiry, Freedom of Information Act requests, etc.), and will comply with those requests as appropriate.

**AMOUNT OF ANY PROPOSED STIPEND OR INCENTIVE**

Not Applicable.

**BURDEN HOUR COMPUTATION**

<b>Test Model</b>	<b>Type of Respondent</b>	<b>Number of respondents</b>	<b>Average Burden (in hours) per Response</b>	<b>Total Burden Hours</b>
3	Consolidated FFR	320	10 minutes	53

**OTHER SUPPORTING INFORMATION**

**REQUESTED APPROVAL DATE:** May 13, 2016

**NAME OF CONTACT PERSON:** Debbie Kramer

**TELEPHONE NUMBER:** 202-260-6184

**DEPARTMENT/OFFICE/BUREAU:** HHS/OS/DAP