



Consolidated Submission Process for the Federal Financial Report

Also known as the Consolidated FFR Test Model
Kickoff Webinar for Survey Completion

May 26, 2016

Purpose

To provide an summary of the Section 5 Grants Pilot and the Consolidated FFR Test Model

Discussion Topics

DATA Act Overview

Section 5 Pilot Requirements

Section 5 Grants Pilot Test Models

Consolidated FFR Test Model

Involvement by Participants and HHS DAP and Key Dates

Key Contacts

In May 2014, Public Law 113-101 Digital Accountability and Transparency Act of 2014 (DATA Act) was signed into law with the purpose to establish government-wide financial data standards and increase the availability, accuracy, and usefulness of federal spending information.



Establish Government-Wide Data Standards



Simplify Reporting



Improve Quality of Data

The goal of the Pilot is to implement Section 5 of the Digital Accountability and Transparency Act (DATA Act) of 2014, Pub. L. No. 113-101, which requires the Federal Government to, “establish a pilot program with the participation of appropriate Federal agencies to facilitate the development of recommendations for –



(A) standardized reporting elements across the Federal government (\$5(b)(1)(A));



(B) the elimination of unnecessary duplication in financial reporting (\$5(b)(1)(B));



(C) the reduction of compliance costs for recipients of Federal awards (\$5(b)(1)(C)).”

The Office of Management and Budget (OMB) has engaged HHS to serve as the executing agent for the Section 5 Grants Pilot.

Common Data Element Repository (CDER) Library

CDER Library is designed to be a federal-wide, online repository for grants-specific data standards, definitions, and context.

Test 1: Provide grantees with data element definitions to identify potential changes in accuracy and speed of grant lifecycle form completion.

Test 2: Identify form duplication and update/reduce forms to reduce grantee burden.

Notice of Award - Proof of Concept (NOA - POC)

NOA - POC is a document containing information a grant recipient needs in order to perform routine accounting and finance operations.

Test: Provide grantees with standardized NOA cover sheet for Federal awards to populate a data collection tool. Identify potential changes in speed of completing the data collection tool with and without the standardized NOA.

Learn Grants

Learn Grants is a web-based portal that provides information for grant recipients to access federal grant lifecycle information.

Test: Determine users' level of understanding on the grants lifecycle after using Learn Grants.

Single Audit

The Single Audit is an organization-wide financial statement and federal awards' audit.

Test: Provide non-federal entities with draft 2016 expanded Single Audit form (SF-SAC only) and collect participant feedback on a more streamlined approach for SF-SAC/SEFA reporting.

Discussion: Present draft expanded Single Audit form and allow participants to comment upon the SF-SAC changes in a live setting.

Consolidated Federal Financial Reporting (FFR)

The FFR is a financial report that grantees submit to their agencies.

Test: Provide grantees with one consolidated process for submitting the FFR to identify potential changes in the time it takes to complete and submit two separate components of the FFR.

Discussion: Review the changes to the FFR and allow for questions/feedback.

The following background on DAP's Consolidated FFR Test Model is provided:

- Currently ACF recipients complete one portion of the FFR and submit within one system (via Grant Solutions) and complete the remaining portion of the FFR and submit within another system (via PMS).
- ACF has been conducting a pilot program of select recipients to understand the effect of grantees submitting in one system (i.e. PMS) rather than multiple entry systems.
- DAP has collaborated with ACF to use their pilot as one of DAP's six Test Models. DAP has described this Test Model as the "consolidated submission process for the Federal Financial Report" which equates to "Consolidated FFR".
- DAP will survey ACF recipients (after they submit their "Consolidated FFR" to understand the potential impact on reducing recipient reporting burden.
- DAP will analyze these surveys and develop recommendations for OMB's report to Congress in summer 2017.

The **Federal Financial Report (FFR)** is a form that federal grant recipients are required to complete and submit to their grant-awarding agency. The Consolidated FFR process will allow grant recipients to submit all information related to the FFR in one system, rather than in multiple entry points. The Consolidated FFR Test Model is intended to identify reductions in burden for both recipients and the Federal Government.

Test: Provide grant recipients with one consolidated process for submitting the FFR to identify potential time savings and/or improved accuracy by entering all information through one system.

Discussion: Review the Consolidated FFR submission process. Guide participants through the changes to the FFR and assess the potential to reduce grant recipient reporting burden.

The Recovery Accountability and Transparency Board's Grant Reporting Information Project Report ([GRIP June 2013](#)) recommends a pilot using standard data elements for the FFR/SF-425 to further test the objective of centralized reporting for grant recipients. DAP will collaborate with Payment Management System (PMS) and the Administration for Children and Families (ACF) to execute this selected Test Model.

Various challenges can arise when grant recipients use multiple entry points to submit their FFR:

- Multiple entry points may result in inconsistent reporting.
- In cases where grant recipients submit through multiple systems, dollar amounts between similar data fields may not reconcile. This necessitates intervention from grant recipient and awarding agency staff.

A consolidated FFR reporting process aims to mitigate these challenges by allowing grant recipients to develop efficient business processes around a single entry point.

Below is a summary of Participant and HHS DAP Actions for this Consolidated FFR Test Model

Participant Actions

- Participate in the ACF pilot. This means submission of FFR through the Payment Management System
- Receive email from HHS DAP with survey link
- Attend Kickoff Webinar
- Complete Consolidated FFR survey online and submit via Survey Monkey

HHS DAP Actions

- Receive list of ACF pilot recipients from PMS (quarterly)
- Distribute survey to ACF pilot recipients quarterly
- Conduct recurring webinar if necessary
- Remind participants to complete their survey
- Collect surveys from participants
- Maintain availability for questions and concerns
- Analyze survey results
- Develop recommendations for OMB's report to Congress in Summer 2017 on potential to reduce recipient burden

April 30, 2016	ACF pilot recipients second quarter Consolidated FFR submission Due to PMS
May 20, 2016	HHS DAP email to participants with survey attached
May 26, 2016	HHS DAP holds a Webinar Kick-off for participants to describe HHS DAP Pilot
May 27, 2016	HHS DAP reminds participants to complete and submit their survey
May 30, 2016	Participants deadline to complete the Consolidated FFR survey

DAP Mailbox

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Q: Even though no funds are available for the Pilot, might you be able to make experts available to the participants in implementing the Pilot. Will any type of technical assistance be available?

A: DAP will be available to assist Pilot participants through out the test process.

Q: What is the intent of the Section 5 Grants Pilot?

A: The intent of the Section 5 Grants Pilot is to test tools/methods/forms/models to meet DATA Act's Section Pilot 5 Pilot requirements.

Q: What will be expected of Section 5 Grants Pilot participants?

A: Depending on the test model, Pilot participants will be expected to complete surveys, forms, and/or participate in tests and/or focus groups. Participants will be expected to share data on burden hours and any other data that may assist DAP in making recommendations to Congress.

Q: What is the timeframe for the Section 5 Grants Pilot?

A: Overall, DAP began Section 5 Pilot Testing in March 2016 and will continue until May 2017

Q: What is the expected time commitment?

A: DAP estimates that the Consolidated FFR survey will take about 10 minutes to complete