

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

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**TITLE OF INFORMATION COLLECTION:** Consolidated FFR Discussion Survey

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

**DESCRIPTION OF THIS SPECIFIC COLLECTION**

**1. Intended purpose**

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.

Federal grant recipients are required to complete the Federal Financial Report (FFR) and submit their form to their grant-awarding agency, as instructed. Some agencies, such as the Administration for Children and Families (ACF), require recipients to submit their FFR through multiple entry points. The ACF is currently conducting a pilot requesting select recipients to submit the FFR through a single entry point. The Consolidated FFR Discussion Test Model will present the FFR submission process used in ACF's pilot and survey participants on the potential to reduce grant recipient burden.

DAP will facilitate this test in two settings: (1) focus groups (via conferences in the Continental United States) (2) online survey (via webinar) held anytime during July 2016 through May 2017.

**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 focus groups (via conferences in the Continental United States) and through an online survey (via webinar) held anytime during July 2016 through May 2017.

**5. Collection procedures**

Those participating via conference and webinar will receive a presentation about the Consolidated FFR submission process and then complete a survey. DAP will email webinar participants to coordinate both the presentation and the survey.

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

DAP will administer the Test Model at multiple conferences. DAP will also administer the Test Model remotely via webinar.

**7. Description of respondents/participants**

The participants of the Consolidated FFR Discussion Test Model will consist of a diverse group of recipients of Federal awards identified through publicly available information on the USASpending.gov website as well as those who volunteer to participate.

**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>
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3	Consolidated FFR	90	10 minutes	15
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**OTHER SUPPORTING INFORMATION**

**REQUESTED APPROVAL DATE:** June 27, 2016  
**NAME OF CONTACT PERSON:** Debbie Kramer  
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**DEPARTMENT/OFFICE/BUREAU:** HHS/OS/DAP