

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

TITLE OF INFORMATION COLLECTION: Single Audit Form Completion Test Model

- 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.

Single Audit, also known as the OMB A-133 audit, is an organization-wide financial statement and Federal awards' audit of a recipient that expends \$750,000.00 or more in Federal funds in one fiscal year. The Single Audit is intended to provide assurance to the Federal Government that a recipient has adequate internal controls in place, and is generally in compliance with program requirements. Recipients typically include states, local governments, universities, and non-profit organizations.

In this Test Model, DAP will collaborate with the Federal Audit Clearinghouse (FAC) to create an environment where participants can submit the Schedule of Expenditures of Federal Awards (SEFA) Template. Participants will access the SEFA Template directly from the FAC system, and will use the Template to complete their SEFA for the Single Audit reporting package. After the Audit had been performed, participants will upload the SEFA Template to the FAC system to populate the SEFA portion of the OMB Concept Form SF-SAC. The FAC system will generate an exportable SEFA to be included in the organization's respective Audit Report. Participants will then be asked to complete a questionnaire regarding their opinion on the new SEFA Template and associated process.

2. Need for the collection

If grant recipients do not have to report the same information through duplicative efforts, then grant recipient burden will be reduced. Data is currently being reported on the Single Audit Data Collection Form SF-SAC that is duplicative of data reported on the SEFA.

If a Concept Form SF-SAC combining the required data from both the SF-SAC and the SEFA can be created, grant recipients would see a reduction in burden through the elimination of reporting duplicative information.

3. Planned use of the data

Through an online tool, DAP will distribute and compile questionnaire responses from the Single Audit Test Model participants. DAP will analyze this data and make recommendations to include in OMB's report to Congress. Data will focus on participant experience regarding the proposed Single Audit process and use of the SEFA Template, specifically towards burden and duplication reduction.

4. Date(s) and location(s)

We are seeking approval to collect data through an online survey (the use of an online system) from July 2016 through May 2017.

5. Collection procedures

Participants will receive instructions describing how to participate in the Single Audit Test Model and after submission of their Single Audit; they will then complete an online questionnaire. DAP will communicate to participants via email.

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

DAP will administer the Test Model remotely. DAP is aiming to collect a minimum of 42 responses. DAP will be performing targeted outreach efforts in order to meet the minimum of 42 participants.

7. Description of respondents/participants

The participants of the Single Audit Test Model will consist of a diverse group of recipients of identified through publicly available information on the USASpending.gov, the Federal Audit Clearinghouse database, and those who volunteer and are eligible to participate.

8. Description of how results will be used

The results will provide qualitative information on the views of recipients subject to the Single Audit requirements. 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

| Test Model | Type of Respondent | Number of respondents | Average Burden (in hours) per Response | Total Burden Hours |
|-------------------|---------------------------|------------------------------|---|---------------------------|
| 4 | Single Audit | 42 | 15 minutes | 10.5 |

OTHER SUPPORTING INFORMATION

REQUESTED APPROVAL DATE: August __, 2016

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DEPARTMENT/OFFICE/BUREAU: HHS/OS/DAP