



Advancing independence and inclusion of older adults and people with disabilities

To: Dan Cline
Office of Information and Regulatory Affairs
OMB Desk Officer for ACL

Through: Tomakie Washington
Administration for Community Living
PRA Portfolio Manager

From: Sherrette Funn
HHS Lead/ Paperwork Reduction Act Report Clearance Officer
Office of the Secretary PRA Clearance Officer

Date: May 2, 2024

Subject: Request to Submit New Generic IC for ACL Generic Clearance for the Collection of Qualitative Research and Assessment Approval

ROCIS Administrators have deleted the OMB control number 0985-0080 from The Administration for Community Living (ACL) ROCIS PRA inventory. ACL requests to submit a new Generic IC to collect data under the ACL Generic Clearance for the Collection of Qualitative Research and Assessment.

Background

Attached for your review is a request to re-submit a new Generic IC request in ROCIS for the ACL Generic Clearance for the Collection of Qualitative Research and Assessment Data. This Generic information collection type is for the purpose of conducting qualitative research to gain a better understanding of emerging issues related to ACL's grantees, service providers, and programs; develop future intramural and extramural research projects; and to ensure HHS and ACL leadership, programs, and staff can obtain timely and relevant data and information.

In May 2023 ACL submitted a new request to collect qualitative research and assessment data without selecting the new IC "Generic function box". When the original ROCIS system request for this IC as a Generic IC was created without selecting the Generic IC function box the record was processed as a non-Generic IC. This omission indicating the IC as a Generic prevented the system function of properly adding and drawing down annual burden for any individual IC under the umbrella OMB control number 0985-0080.

To correct this error the record under 0985-0080 was re-submitted as a Revision with the Generic IC function box selected. After approval of the Revision ACL submitted the individual Generic ICs under the corrected umbrella for 0985-0080.

However, instead of processing the request to add an individual IC and draw down burden under the individual Generic ICs; the system processed the request not as a Generic IC but a Revision to a previously approved IC causing a reduction of burden for the entire approved burden amount instead of only the total burden for the individual Generic ICs. Because this control number has not been used there should not be a burden amount for “total hours actually used for information collections under currently approved ICR: 15,129”. Based on the notice of action burden table the addition of burden to the record was systematically treated as a Revision to drawdown burden totaling the entire umbrella Generic IC burden. After consulting ROCIS IT, this glitch is likely based on the original record having issued a control number based on a regular IC. Once the original record was created and issued a control number as a regular IC and not a Generic (despite the Revision) the system maintained the imprint as a regular IC versus a Generic IC. To correct this system function, the IC record was permanently deleted from inventory. ACL requests OMB approval to create a new ICR from scratch. When creating the ICR from scratch as a Generic IC ACL will enter the FRN citations and IC components from the initial clearance. On approval of the new OMB control number ACL will submit the pending individual Generic ICs for OMB review and approval to use.

Notice of Action List of ICs

List of ICs				
IC Title	Form No.	Form Name	CFR Citation	Hrs/\$/Resp
ACL Generic Clearance for the Collection of Qualitative Research and Assessment	NA	ACL Gen Qual Research Form		15,129 / 0 / 30,086
Total Hours Actually Used for Information Collections Under Currently Approved ICR:				15,129