

## CHANGE REQUEST

### MONITORING AND REPORTING SYSTEM FOR COMMUNITY TRANSFORMATION GRANT AWARDEES OMB NO. 0920-0946 (EXP. 8/31/2015) October 15, 2012

#### Background

The Community Transformation Grant (CTG) program is a new initiative authorized by the Prevention and Public Health Fund (PPHF) of the Patient Protection and Affordable Care Act of 2010 (ACA). The CTG program is administered by the Division of Community Health (DCH) within CDC's National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP). DCH was created to provide coordinated support to the CTG program and other programs that have a strong community focus. In September 2011, CTG funding was awarded to 68 entities. The first group of CTG awards included 54 entities in the state, local and tribal government sector and 14 organizations in the private sector (see **Attachment 3**).

In August 2012, CDC received OMB approval to collect information from CTG awardees on a semi-annual schedule. Awardees' progress and activity information is collected through an electronic Management Information System (MIS) ("Monitoring and Reporting System for Community Transformation Grant Awardees," OMB No. 0920-0946, exp. 8/31/2015). The Supporting Statement for this clearance indicated that

*"The burden table ... is structured to allow for the possibility of CTG program expansion. If additional awards are made, CDC will process a Change Request to update the list of CTG awardees ... and the total estimated burden for the CTG MIS information collection." (Section A.12, page 8)*

In September 2012, CDC announced 40 additional awards made possible by an FY 2012 funding supplement to increase the participation of small communities in the CTG program. The new FY 2012 CTG awardees include 11 entities from the state, local, and tribal government sector, and 29 entities from the private sector (see **Attachment 3-Supplement**).

The purpose of this Change Request is to incorporate the new FY 2012 CTG awardees into the MIS-based monitoring and reporting system. No changes to the content of the information collection are proposed at this time. There are no changes to the estimated burden per response; however, there will be an increase in the overall burden due to the addition of the new CTG awardees.

#### Purpose and Use of the Information Collection

The MIS provides CDC with the capacity to respond in a timely manner to requests for information about the CTG program from the Department of Health and Human Services (HHS), the White House, Congress, and other sources. Advantages of the electronic MIS include: reducing respondent reporting burden; improving real-time CDC-awardee communications; and

strengthening CDC's ability to monitor awardee progress and provide data-driven technical assistance.

### **Estimated Annualized Burden to Respondents**

CDC anticipates that burden to respondents will vary substantially over the CTG award period. The time commitments for data entry and training are greatest during the initial population of the MIS, typically in the first six months of funding. Estimated burden for the one-time population of the MIS is fifteen hours.

The efficiencies of the electronic MIS are realized in subsequent reporting periods. After the initial population of the MIS has been completed, ongoing maintenance of the system is limited to entering changes, progress information, and new activities. The estimated burden for routine maintenance and semi-annual reporting is three hours per response.

The method of calculating burden for CTG awardees was designed to allow for the possibility of increased funding for CTG activities, the addition of new awardees, and disaggregation of burden associated with initial loading versus burden associated with routine progress reporting.

For the first group of 68 CTG awardees, initial population of the CTG MIS was managed by CDC. Burden for these awardees was estimated solely on the basis of the required semi-annual reports over the three-year clearance period (August 2012-August 2015). The total estimated annualized burden for these awardees is 408 hours (68 awardees x 3 hours per response x 2 responses per year), as summarized in **Table 1**.

**Table 2** provides a summary of annualized burden for the 40 new CTG awardees, by sector (11 awardees from the state, local and tribal government sector, and 29 awardees from the private sector). The new awardees will be responsible for both initial loading of their information into the MIS as well as ongoing MIS maintenance and semi-annual progress reporting.

The change in total estimated annualized burden is calculated as follows:

- **Initial loading of the MIS.** This activity will be conducted once per awardee during the three-year clearance period. To express this burden in annualized terms, we use 14 as the average annual number of respondents ( $40 \div 3 \sim 14$ , resulting in a slight over-estimate of respondents and total burden). Four awardees are allocated to the state, local and tribal government sector, and 10 awardees are allocated to the private sector. The total annualized burden for initial loading of the MIS is estimated at 210 hours (14 respondents x 15 hours per response x 1 response per year = 210 hours for both sectors).
- **Routine semi-annual maintenance and reporting.** Semi-annual reporting is required for all 40 awardees. The total annualized burden is estimated at 240 hours (40 respondents x 3 hours per response x 2 responses per year = 240 hours for both sectors).

The new CTG awardees result in an increase of 450 annualized burden hours.

**Table 3** provides a summary of the adjusted total annualized estimated burden for all CTG awardees (408 hours + 450 hours = 858 hours). OMB approval is requested, effective immediately.

**Table 1. Annualized Burden for the Original 68 CTG awardees (currently approved)**

Type of respondents	Form Name	Number of respondents	Number of responses per respondent	Average burden per response (in hours)	Total burden (in hours)
Community Transformation Grant Program Awardees (state, local and tribal government sector)	CTG MIS: Initial population	0	1	15	0
	CTG MIS: Semi-annual reporting	54	2	3	324
CTG Program Awardees (private sector)	CTG MIS: Initial population	0	1	15	0
	CTG MIS: Semi-annual reporting	14	2	3	84
Total					408

**Table 2. Annualized Burden for 40 Additional FY 2012 CTG Awardees (requested)**

Type of respondents	Form Name	Number of respondents	Number of responses per respondent	Average burden per response (in hours)	Total burden (in hours)
Community Transformation Grant Program Awardees (state, local and tribal government sector)	CTG MIS: Initial population	4	1	15	60
	CTG MIS: Semi-annual reporting	11	2	3	66
CTG Program Awardees (private sector)	CTG MIS: Initial population	10	1	15	150
	CTG MIS: Semi-annual reporting	29	2	3	174
Total					450

**Table 3. Combined Total Annualized Burden for all CTG Awardees (current + new)**

Type of respondents	Form Name	Number of respondents	Number of responses per respondent	Average burden per response (in hours)	Total burden (in hours)
Community Transformation Grant Program Awardees (state, local and tribal government sector)	CTG MIS: Initial population	4	1	15	60
	CTG MIS: Semi-annual reporting	65	2	3	390
CTG Program Awardees (private sector)	CTG MIS: Initial population	10	1	15	150
	CTG MIS: Semi-annual reporting	43	2	3	258
Total					858