

PERFORMANCE PROGRESS AND MONITORING REPORT (PPMR)

PART B: STATISTICAL METHODS

May 10, 2016

**Contact: Jeffrey M. Zirger, Ph.D.
Telephone: (404) 639-7118
E-mail: wtj5@cdc.gov
Information Collection Review Office
Office of the Associate Director of Science
Centers for Disease Prevention and Control
Atlanta, Georgia**

TABLE OF CONTENTS

1. Respondent Universe and Sampling Methods
2. Procedures for the Collection of Information
3. Methods to Maximize Response Rates and Deal with No Response
4. Test of Procedures or Methods to be Undertaken
5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

List of Attachments

1. Public Health Service Act 42 U.S.C. 242
2. Public Welfare Act 45 CFR Part 75.301 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards
3. 60 Day Federal Register Notice
4. Performance Progress and Monitoring Report (PPMR)

B. Collections of Information Employing Statistical Methods

1. Respondent Universe and Sampling Methods

Respondents are 3,200 current CDC Awardees who receive CDC funding for Non-Research awards. Awardees consist of recipients of CDC contracts, grants or co-operative agreements who are required to submit information as part of the Awardee's Progress Reports. Information will be used to monitor awardee progress towards project goals and objectives, for quality improvement, and to respond to inquiries from the Department of Health and Human Services, Congress, and other sources.

No statistical sampling method will be used.

2. Procedures for the Collection of Information

Information will be collected from Awardees on a semi-annual basis. Awardees will report progress on their work plan objectives, activities, and performance measures. The Performance Progress and Monitoring Report (PPMR) (**Attachment 4 A-F**) has been developed to collect this information. Awardees will submit their PPMR, which can include tailored Excel spreadsheets, and Word documents as Attachments by uploading them at www.grants.gov on a semi-annual basis. Instructions and training will be provided to users for completing the templates.

Upon receipt of information from each Awardee, the Office of Financial Resources (OFR) will enter the information into an Access database. The database will only be available to authorized CDC program staff and contractors. Responses will be stored on secure network servers subject to the agency's computer security measures. CDC staff will have the capacity to query the database to extract individual or aggregate Awardee-related data. CDC staff will generate reports for each of their assigned states on an annual basis.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Semi-annual reports are a requirement for each CDC Awardee, in order for the Awardee to continue to receive funding. Response rates are expected to be 100%.

4. Test of Procedures or Methods to be Undertaken

No testing of Procedures or Methods will be undertaken. The Performance Progress and Monitoring Report (PPMR) has been developed based on the current OMB-approved SF-PPR Form (OMB Control Number: 0970-0406, Expiration Date: 10/31/2015), to create a CDC-wide collection tool called the Progress Performance and Monitoring Report (PPMR). It will be used to collect data on the progress of CDC Awardees for the purposes of Program assessment, and to bring the Awardee reporting procedure into compliance with the

Paperwork Reduction Act (PRA). No additional training is expected to be necessary. CDC staff will send the PPMR with an explanatory email to CDC Awardees describing the CDC-specific PPMR on its initial use.

5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

The individuals responsible for design and management of the data collection system include:

Jeffrey M. Zirger, Health Scientist, OADS/OSI/ICRO, wtj5@cdc.gov

Tracey Sims, Lead Grants Management Specialist, Policy OCOO/OFR/OGS, atu9@cdec.gov