**Preventative Health and Health Services Block Grant**

CSTLTS Information Collection Request

OMB No. 0920-0106

**Supporting Statement – Section B**

Submitted: April 26, 2019

**Technical Monitor:**

Dianne Strozier

Lead Public Health Advisor

Division of Program and Partnership Services (DPPS)

Center for State, Tribal, Local and Territorial Support (CSTLTS)

Centers for Disease Control and Prevention (CDC)

Atlanta, Georgia 30341

Telephone: 404.498.3037

Fax: 770-488-0430

Email: dtq1@cdc.gov

**Table of Contents**

[Section B – Data collection Procedures 3](#_Toc413847910)

[1. Respondent Universe and Sampling Methods 3](#_Toc413847911)

[2. Procedures for the Collection of Information 3](#_Toc413847912)

[3. Methods to Maximize Response Rates Deal with Nonresponse 3](#_Toc413847913)

[4. Test of Procedures or Methods to be Undertaken](#_Toc413847914) 3

[5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data 4](#_Toc413847915)

[LIST OF ATTACHMENTS – Section B 4](#_Toc413847916)

**B. Collections of Information Employing Statistical Methods**

1. Respondent Universe and Sampling Methods

The respondent universe includes all 61 Preventive Health and Health Services Block Grant Coordinators representing 50 states, the District of Columbia, two American Indian Tribes, and eight U.S. territories (see Attachment A). No sampling from this universe will be undertaken.

2. Procedures for the Collection of Information

The procedures for collection of information are consistent with what was previously approved. Each respondent is notified of program reporting requirements which include the provision of a plan and appropriate certifications and assurances. Information is submitted to CDC through an electronic Block Grant Management Information System (BGMIS). On an annual basis, each awardee submits one Work Plan and one Annual Report (see Attachments D and E). Awardees enter data into the BGMIS system in accordance with PHHS Block Grant program guidance (see Attachments I and J). All awardees are provided secure access to the system for the purposes of annual data entry. The CDC Block Grant program staff are available to meet with or otherwise consult with each respondent to ensure the proper and most efficient use of the system.

3. Methods to Maximize Response Rates and Deal with Nonresponse

Awardees complete Work Plan and Annual Report information in accordance with legislative mandates. The utilization rate is 100%. The system is easy to use and requires very little training. On-line instructions for using the system are available to the user as is telephone and email support.

4. Tests of Procedures or Methods to be Undertaken

The BGMIS has been in use since 2008. In 2007, CDC conducted a pilot test of BGMIS with seven awardees. Awardees have been successfully using the web based system for the past three years, entering Work Plan applications, Annual Progress Reports, and Success Stories. The scope of the information collected, the respondents, methods, use of data remain constant with what was previously approved. Minor changes have been made to the Work Plan Guidance to provide further clarification.

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

The following individual will oversee the collection and summarization of information collected from PHHS block grant recipients.

Dianne Strozier

Lead Public Health Advisor

Division of Program and Partnership Services (DPPS)

Center for State, Tribal, Local and Territorial Support (CSTLTS)

Centers for Disease Control and Prevention (CDC)

Atlanta, Georgia 30341

Telephone: 404.498.3037

Fax: 770-488-0430

Email: dtq1@cdc.gov

Jeffrey Brock

Public Health Advisor

Division of Program and Partnership Services (DPPS)

Center for State, Tribal, Local and Territorial Support (CSTLTS)

Centers for Disease Control and Prevention (CDC)

Atlanta, Georgia 30341

Telephone: 404.498.0495

Fax: 770-488-0430

Email: ihu8@cdc.gov

Contractor

Northrop Grumman

Data collection, ongoing maintenance of BGMIS

**LIST OF ATTACHMENTS**

**Attachment A – List of PHHS Block Grant Grantees**

**Attachment D - Work Plan Instrument: Word Version**

**Attachment E – Annual Report Instrument: Web Version**

**Attachment I – Work Plan Guidance**

**Attachment J – Annual Report Guidance**