

# **Non-Substantive Change Request**

**0920-1132**

**PERFORMANCE PROGRESS AND MONITORING REPORT (PPMR)**

**(Expiration 8/31/2019)**

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## **SUMMARY**

This is a Non-Material/Non-Substantive Change Request for OMB Control No. 0920-1132 (Expiration Date 8/31/2019). The PERFORMANCE PROGRESS AND MONITORING REPORT (PPMR) covers the collection of performance information from recipients of CDC funds awarded under CDC programs, excluding those that support research.

The Center for Disease Control and Prevention (CDC) is dedicated to improvement of public health. Each year the CDC distributes funds via contracts, grants, and cooperative agreements, from our Office to partners throughout the world to promote health, prevent disease, injury and disability, and prepare for new health threats. CDC is responsible for the stewardship of these funds while providing excellent, professional services to our partners and stakeholders. Information is currently collected through an Excel-based Performance and Budget Reporting System comprised of a Work Plan Tool and a Budget Tool. Awardees submit their PPMR, which can include tailored Excel spreadsheets, and Word documents as Attachments, by uploading them at [www.grants.gov](http://www.grants.gov). PPMR information is then routed to CDC through GrantSolutions to CDC Programs for evaluation of each Awardee's strategies and activities, and the process and outcome performance measures outlined by the cooperative agreement program.

CDC requests OMB approval for a Non-Substantive Change to add additional Burden Hours to the PPMR. Recently, the National HIV Surveillance System (NHSS) (OMB Control Number 0920-0573) received approval to collect information from Health Departments reporting their progress using the Performance Progress and Monitoring Report (PPMR). This approval removed 2,478 hours of burden from the NHSS collection. However, addition of these 2,478 Burden Hours to the PPMR was determined to require the submission of a Non-Substantive Change Request. The addition of Burden Hours can be found in the table below.

### **FEDERAL COST:**

The estimated annual cost to the Federal government is nominal. PPMR responses will be collected and analyzed by CDC employees in conjunction with their normal duties.

### **BURDEN:**

This Non-Substantive Change Request results in the addition of an estimated 2,478 Burden Hours to the previously approved 0920-1132 PPMR collection. The requested change does not affect any other component of the information collection.

**Table A.12-A. Estimated Annualized Burden to Respondents**

Type of Respondents	Form Name	Number of respondents	Number of responses per respondent	Average burden per response (in hours)	Total burden (in hours)
CDC Award Recipients	Performance Progress and Monitoring Report (PPMR) – Att. A-F	3,200	1	2	6,400
CDC Award Recipients	Performance Progress and Monitoring Report (PPMR) – Att. G	1,632	1	5/60	136
NHSS Award Recipients	Performance Progress and Monitoring Report (PPMR) – Att. A-F	60	1	41	2,478
Total					9,014