

INFORMATION COLLECTION REQUEST

REINSTATEMENT WITH CHANGE

**MONITORING AND REPORTING SYSTEM FOR THE
NATIONAL TOBACCO CONTROL PROGRAM
0920-1097**

SUPPORTING STATEMENT: PART B

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List of Attachments

1.
 - a. Public Health Service Act 42 U.S.C. 247b (k)(2), Section 317(k)(2)
 - b. Comprehensive Smoking Education Act of 1984
 - c. Comprehensive Smokeless Tobacco Health Education Act of 1986

2. List of Awardees

3.
 - a. Federal Register Notice
 - b. Public Comment

4.
 - a. Work Plan Template
 - b. Budget Template
 - c. Performance Measures Template
 - d. Component Model of Infrastructure (CMI) template
 - e. Annual Progress Report (APR) Template

B. Collections of Information Employing Statistical Methods

1. Respondent Universe and Sampling Methods

Respondents are 53 current awardees funded under two cooperative agreements, DP15-1509, *National State-Based Tobacco Control Programs* and DP14-1410PPHF14, *Public Health Approaches for Ensuring Quitline Capacity*. Awardees consist of state health departments in all 50 states, District of Columbia, Puerto Rico and Guam (**Attachment 2**) and are funded to implement evidence-based environmental, policy, and systems strategies and activities to reduce tobacco use, secondhand smoke exposure, tobacco-related disparities.

Since the respondents will be all awardees of funding through the National State-Based Tobacco Control Programs and Public Health Approaches for Ensuring Quitline Capacity, no statistical sampling method to determine respondents will be used..

2. Procedures for the Collection of Information

Information will be collected from awardees on an annual basis. Awardees will report progress on their work plan objectives, activities, and performance measures. Five related tools have been developed to collect this information: a Work Plan Template (Attachment 4a), a Budget Template (Attachment 4b), a Performance Measure Template (Attachment 4c), a Component Model of Infrastructure (CMI) Template (Attachment 4d), and an Annual Progress Report template (Attachment 4e). Awardees will submit their continuation application for funding, which will include completed Excel spreadsheets, by uploading them at www.grantsolutions.gov on an annual basis. Instructions and training will be provided to users for completing the templates.

Upon receipt of information from each awardee, OSH staff 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

Annual reports are a requirement for each state department of health awarded in order to continue funding. Hence, response rates are expected to be 100%.

4. Test of Procedures or Methods to be Undertaken

CDC staff sent the five templates for the past three years to awardees. CDC inquired with five of those awardees to determine the length of time for completion of each template. Awardees provided feedback via completion of each template which informed the burden estimates. Awardees will gather the various pieces of information from associated staff and stakeholders for each Excel template and populate with this information.

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

A workgroup was established to assist in the development of the reporting tool. The CDC members provided input on content, functionality, and usability of the database, and work with the contractor in the design of the tool.

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

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