

APPLETREE Performance Measures

OMB Control No. 0923-0057

Expiration Date 07/31/2020

Revision Information Collection Request

Supporting Statement Part B –

Collections of Information Employing Statistical Methods

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Part B. Collections of Information Employing Statistical Methods

Although the current expiration date for OMB Control No. 0923-0057 is 07/31/2020, ATSDR is requesting PRA clearance by 04/30/2020 to re-align PRA clearance with the APPLETREE Program budget cycle and recipient reporting requirements for the new program announcement, NOFO No. CDC-RFA-TS-20-2001. Awards are expected to be finalized by 04/01/2020.

B.1. Respondent Universe and Sampling Methods

This information collection does not involve statistical methods.

The respondents will be 28 recipients of the ATSDR's Partnership to Promote Local Efforts to Reduce Environmental Exposure (APPLETREE) Funding Opportunity Announcement (FOA No. CDC-RFA-TS20-2001) (**Attachment 3**). Eligible applicants include federally recognized American Indian/Alaska Native tribal governments; American Indian/Alaska native tribally designated organizations; political subdivisions of states (in consultation with states); and state and local governments or their bona fide agents.

Staff personnel in the recipient agencies are generally classified in the Department of Labor Bureau of Labor Statistics "May 2018 National Occupational Employment and Wage Estimates, United States" as environmental scientists and specialists (including health) (see http://www.bls.gov/oes/current/oes_nat.htm#19-0000):

Occupation Code	Occupation Title
19-2041	Environmental Scientists and Specialists, Including Health *
* Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population. Using knowledge of various scientific disciplines, may collect, synthesize, study, report, and recommend action based on data derived from measurements or observations of air, food, soil, water, and other sources.	

B.2. Procedures for the Collection of Information

Under cooperative agreement, ATSDR collects information related to recipient activities and the process and outcome performance measures. Information will be used to monitor progress toward program goals and objectives, and for quality improvement. Recipients will be required to report performance measures and annual progress reports to inform continuous program quality improvement.

Of the nine forms recipients will use to report to ATSDR, two will be used to report year-round as events occur (**Attachments 4a,4b**), three will be used quarterly (**Attachments 4e,4d,4i**) and four will be used for annual reporting only (**Attachments 4e,4f,4g,4h**).

The **Attachments 4a, 4b, and 4c**, formerly reported in SharePoint, will be migrated to and reported in a new IT system called ATSDR's Request Management Service System (ARMSS). See **Section A.10** and **Attachment 5** for more details about ARMSS. **Attachment 4d** will continue to be reported in SharePoint, while **Attachments 4e, 4f, 4g, 4h, and 4i** will be reported via email.

Details of each form are provided in **Sections A.12 and A.15**.

B.3. Methods to Maximize Response Rates and Deal with Non-response

All APPLETREE recipients will be required to report prescribed performance measures and progress reports. Recipients will also be required to submit an Annual Performance Report (APR) of program accomplishments with an updated annual plan of work (APOW) at the end of each budget year. ATSDR expects 100% reporting by its recipients.

B.4. Test of Procedures or Methods to be Undertaken

ATSDR has experience with the core data collection which has allowed ATSDR, in consultation with programs, to refine the burden estimates for previously approved forms. The burden estimates for new forms are based on limited testing conducted during form development. This information collection request (ICR) is intended for program management and not for research or for investigations.

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

No individuals were consulted on statistical aspects, because the “APPLETREE Performance Measures” are administrative, and not scientific or research, information collections.

The APPLETREE recipients will report their performance measures and submit their APRs on a specified schedule (**Attachment 3**).