

# **Operational Readiness Review 2.0**

## **Supporting Statement – Section B**

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## **Section B – Information Collection Procedures**

### **B.1. Respondent Universe and Sampling Methods**

The Respondent universe for this information collection is all 62 PHEP cooperative agreement recipients: 50 state health departments, four major metropolitan areas (Chicago, Los Angeles County, New York City, and Washington, D.C.), and eight U.S. territories and freely associated states (American Samoa, Guam, Federated States of Micronesia, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, and U.S. Virgin Islands). There will be no sampling within this group; all recipients are required to complete the information collection instruments as part of the PHEP cooperative agreement. Since this data is needed for program monitoring, all jurisdictions must provide this information on their program activities. Therefore, sampling a subset of the respondent universe would not meet program monitoring needs. Since it is a requirement, the expected response rate for this information collection is 100%.

### **B.2. Procedures for the Collection of Information**

With assistance from the accompanying guidance document (Appendix 1), recipients will self-report jurisdictional activities via the online ORR data collection system or via fillable PDFs. Once in the system, the information provided by recipients will be collected and analyzed by project officers, members of the evaluation team, and DSLR leadership. There will be no specialized sampling procedures; so no statistical methods for stratification or sample selection will be employed.

### **B.3. Methods to Maximize Response Rates Deal with Nonresponse**

Response is required as part of the PHEP cooperative agreement no methods to maximize response rates will be used as part of this information collection. Historically, all recipients have provided required program monitoring data; it is unlikely that there will be instances of no response in this information collection. Project officers will follow up with jurisdictions that fail to respond in a timely manner.

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

There will not be a test of the system before it is launched.

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

No individuals outside the agency have been consulted on statistical aspects of the design for this information collection. No individuals outside the agency will be involved in the collection or analysis of the data from this information collection.

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