

0920-1132 - PERFORMANCE PROGRESS AND MONITORING REPORT (PPMR)

(Expiration 8/31/2019)

Non-Substantive Change Request

Program Official/Project Officer

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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), and to assess the risk posed by a grant applicant prior to making an award of federal funds.

CDC requests OMB approval for a Non-Substantive Change for the following:

- 1) Modify language on Attachment G - OFR Risk Questionnaire
- 2) Grantees are now required to submit information on the OFR Risk Questionnaire as stipulated in the U.S. Code of Federal Regulations (CFR) at 2 CFR Part 200.205, "the Federal awarding agency must have in place a framework for evaluating the risk posed by applicants before they receive federal awards."

The Center for Disease Control and Prevention's (CDC) Office of Grants Services (OGS) Financial Assessment & Audit Resolution Unit (FAARU) has developed the OFR Risk Questionnaire to gather data from grant applicants in order to effectively and efficiently assess the risk posed by a grant applicant prior to making an award of federal funds. This Risk Questionnaire is part of CDC's overall grantee risk management framework in accordance with U.S. Code of Federal Regulations (CFR) at 2 CFR Part 200, and is a necessary instrument to collect data about the grant applicant that otherwise would not be available to CDC prior to award. The changes being made in this Non-Substantive Change Request do not represent a change in HHS/CDC policy in the grant application process. Rather, after a reinterpretation of 2 CFR Part 200.205, collection of information using the OFR Risk Questionnaire is now being communicated to potential awardees as being mandatory.

The OFR Risk Questionnaire empowers the grant applicant by providing them a voice in their risk evaluation and the opportunity to respond to certain risk criteria. As determined by the Programs that offer grants, applicants who apply for CDC funds will be requested to complete the OFR Risk Questionnaire as part of their response to CDC Funding Opportunity Announcements (FOAs) published on Grants.gov. CDC receives grant applications from a wide variety of organizations, such as foreign and domestic non-profit organizations (NPOs) and for-profit companies, domestic state and local governmental agencies, foreign public health agencies, and international organizations. Data gathered will be for CDC internal use only in the review and assessment of the applicant's risk level using a standard, objectively-applied scoring rubric, and will help CDC to gain a better understanding of its grant applicants, so that it can better serve those who receive awards. The changes included in this Non-Substantive Change Request do not result in a change in Burden to Respondents. As stated above, CDC is not attempting to institute a change in policy in regards to its application processes. The change involves a clarification of language used in the OFR Risk Questionnaire, making this form mandatory. As the OFR Risk Questionnaire was previously considered to be a form that was Required to receive Benefits, the Burden Estimate is not expected to increase, as Respondents are currently completing the OFR Risk Questionnaire as part of the application process. Additionally, the changes made to the OFR Risk Questionnaire instrument are not expected to result in an increase in time needed for completion.

| Proposed Change(s) | |
|--|-------------------------|
| Form | Requested Change |
| Attachment G - PERFORMANCE PROGRESS and MONITORING REPORT - OFR Risk Questionnaire | Language modified |
| Attachment G - PERFORMANCE PROGRESS and MONITORING REPORT - OFR Risk Questionnaire | Mandatory |

FEDERAL COST:

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

BURDEN:

There is not expected to be any change in Burden to Respondents, as the changes made to the information collection instrument are not expected to result in an increase in time needed for completion.

| 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 Applicants | Performance Progress and Monitoring Report (PPMR) – Attachment G OFR Risk Questionnaire | 1,632 | 1 | 5/60 | 136 |