Justification for Change

Office of Readiness and Response – Regional Centers for Public Health Preparedness and Response: Five-Year Regional Work Plan Template

FY2024-2030

(OMB Control No. 0920-1437) Expiration 06/30/2027

Non-Substantive Change Request

Centers for Disease Control and Prevention

Office of Readiness and Response

Division of Readiness and Response Science

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December 6, 2024

**Nonmaterial/non-substantive change to an OMB approved information collection for Office of Readiness and Response – Regional Centers for Public Health Preparedness and Response: Five-Year Regional Work Plan Template FY2024-2030 (OMB Control No. 0920-1437) Expiration 06/30/2027**

**Justification for the Change** -A nonmaterial/non-substantive can be explained in table format as shown below:

| Form | Current Item | Requested Change | Justification |
| --- | --- | --- | --- |
| Five-Year Regional Workplan Template  | Intro Section, page 3 | Intro Section, Remove “Point of Contact”  | The question is not needed in the form. |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Intro Section, page 3 | Intro Section, Add ‘# of Activities’ | Given that the word document has been transferred to REDCap web-based format, a single question will be asked to determine the # of activities the respondents have developed per objective. The respondents are allowed up to 8 activities. Based on their input to this question, branching logic will apply in subsequent sections to capture data for the correct # of activities.  |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Intro Section, page 3 | Intro Section, edit to ‘Date of Completion of Workplan’  | The change clarifies the question. |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 1, page 4 | Section 1, edit to remove ‘STLT’ | The change clarifies the question. |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 1, page 4 | Section 1, add ‘Description of Focus Area’  | The change clarifies the meaning/intent of the question. |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 1, page 4 | Section 1, edit to ‘Regional Priority Topic 1’ | The change clarifies the question. |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 1, page 4 | Section 1, add ‘Description of Priority Topic’  | The change clarifies the meaning/intent of the question. |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 1, page 4 | Section 1, remove ‘Domain’ section  | The question is not needed in the form. |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 1, page 4 | Section 1, add ‘Progress Monitoring’ – How will progress towards achieving the objective be monitored and evaluated?  | The question was originally in the Section 3. Requesting for it to be moved to Section 1 for added clarity.  |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 1, page 4 | Section 1, re-arranged location of ‘Setting’ within same section.  | The change allows the questions to be asked in a logical manner.  |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 1, page 5 | Section 1, re-arranged location of ‘Population Focus’ within same section.  | The change allows the questions to be asked in a logical manner. |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 1, page 5 | Section 1, add additional response choices to ‘Population Focus’ question. Add: “Other” and “Not Applicable” | The change allows additional options should the existing options not apply.  |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 1, page 5 | Section 1, re-arranged location of ‘Category’ within same section.  | The change allows the questions to be asked in a logical manner. |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 2, page 7 | Section 2, Remove ‘Regional STLT Focus Area 1’  | The question is not needed in the form.  |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 2, page 7 | Section 2, Remove ‘Regional Topic 1’  | The question is not needed in the form. |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 2, page 7 | Section 2, Edit to “Note: For each objective, complete the following information” | The change clarifies the question.  |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 2, page 7 | Section 2, Edit left-hand sub-header to ‘Objective 1’  | The change clarifies the question. |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 3, page 8 | Section 3, add ‘How many individuals participated in develop the objective’  | The change clarifies the meaning/intent of the questions in this section. |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 3, page 8 | Section 3, remove ‘Please refer to the Statement of Work: Task 2 for potential list of members and complete the table below” | The information is not needed.  |
| Five-Year Regional Workplan Template(OMB 0920-1437) | Section 3, page 8 | Section 3, add ‘For Regions 1, 2, and 5 ONLY) | The change clarifies the question. |
| Cooperative Agreement Work Plan Template | Section 1, page 1, Component A  | Section 1, Objective 1, remove ‘Setting’ row | The question is not needed in the form.  |
| Cooperative Agreement Work Plan Template | Section 1, page 2, Component A | Section 1, Objective 2, remove ‘Setting’ row | The question is not needed in the form.  |
| Cooperative Agreement Work Plan Template | Section 1, page 2, Component A | Section 1, Objective 3, remove ‘Setting’ row | The question is not needed in the form.  |
| Cooperative Agreement Work Plan Template | Section 1, page 3, Component A | Section 1, Objective 4, remove ‘Setting’ row | The question is not needed in the form.  |
| Cooperative Agreement Work Plan Template | Section 1, page 4, Component A | Section 1, Objective 5, remove ‘Setting’ row | The question is not needed in the form.  |
| Cooperative Agreement Work Plan Template | Section 1, page 4, Component B | Section 1, Objective 1, remove ‘Setting’ row | The question is not needed in the form.  |
| Cooperative Agreement Work Plan Template | Section 1, page 5, Component B | Section 1, Objective 2, remove ‘Setting’ row | The question is not needed in the form.  |
| Cooperative Agreement Work Plan Template | Section 1, page 5, Component B | Section 1, Objective 3, remove ‘Setting’ row | The question is not needed in the form.  |

**Mini Supporting Statement**

Justification for Change: Five-Year Regional Workplan Template

 This is a request for nonmaterial/non-substantive changes to clarify the meaning/intent of questions in the form. The nonmaterial/non-substantive changes should not affect the burden in completing the form as some questions were replaced with others or edited for clarity. In addition, the form was transferred from a word document to a REDCap-based format for ease of data entry by the respondents and collection by CDC’s program office. The REDCap-based form can easily export data either into excel or in a pdf format for comprehensive analysis by the program. There is no change in burden.

Justification for Change: Cooperative Agreement Work Plan Template

This is a request for nonmaterial/non-substantive changes to clarify the meaning/intent of questions in the form. The nonmaterial/non-substantive changes should lessen the burden in completing the form as some questions were removed from the form. In addition, the form was transferred from a word document to a REDCap-based format for ease of data entry by the respondents and collection by CDC’s program office. The REDCap-based form can easily export data either into excel or in a pdf format for comprehensive analysis by the program. There is no change in burden.