

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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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.

Form	Current Item	Requested Change	Justification
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.

Form	Current Item	Requested Change	Justification
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.