

Preventative Health and Health Services Block Grant

OMB No. 0920-0106; Exp. 02/29/2024

Supporting Statement – Section B

Submitted: January 9, 2024

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Section B - Collections of Information Employing Statistical Methods

B1. Respondent Universe and Sampling Methods

The respondent universe includes all 61 Preventive Health and Health Services Block Grant Coordinators representing 50 states, the District of Columbia, two American Indian Tribes, and five U.S. territories and three freely associated states (*see Attachment A*). No sampling from this universe will be undertaken.

B2. Procedures for the Collection of Information

The procedures for collection of information are consistent with what was previously approved. Each respondent is notified of program reporting requirements which include the provision of a plan and appropriate certifications and assurances. Information is submitted to CDC through the electronic Block Grant Information System (BGIS). On an annual basis, each recipient submits the Work Plan (which includes the “Workplan start and advisory committee questions worksheet” and the “Workplan program questions worksheet”) (*see Attachments C - F*) and one Annual Progress Report (*see Attachment G - H*), with the option to update their Annual Progress Report at closeout. Information in the Recipient Information module (e.g., user profile, lead health officer information) was a one-time information collection need and has been removed from this revision request as reflected in burden tables.

All recipients are provided secure access to the system for the purposes of annual data entry. The CDC Block Grant program staff are available to meet with or otherwise consult with each respondent to ensure the proper and most efficient use of the system.

B3. Methods to Maximize Response Rates and Deal with Nonresponse

Information requested from recipients is in accordance with legislative mandates. Therefore, the utilization rate is expected to be 100%. Although the BGIS is designed to be user-friendly, training sessions and/or self-study materials are also available on the system HELP page. On-line instructions for using the system are available to new users, as is telephone and email support. In addition, CDC program staff will communicate upcoming reporting deadlines during regularly scheduled calls with Block Grant Coordinators and other recipient staff. Finally, the BGIS includes a new calendar feature (implemented in April 2023) developed to highlight upcoming important dates for recipients. This new calendar feature is prominently displayed on the landing page of the system (*see Attachment M*).

B4. Tests of Procedures or Methods to be Undertaken

The BGIS is currently in use and the 61 recipients of this grant have been successfully using the web-based system. This revision request reflects a reduction in the scope of the information collected. Specifically, the existing information collection approved for the Preventive Health and Health Services (PHHS) Block Grant (OMB No. 0920-0106, exp. 02/29/2024) included a module collecting “Recipient Information”. This was a one-time information collection need accounted for in the previous approval period and is not included in this revision request. The scope of information collected for the Work Plan and Progress Report modules, the respondents, methods, and use of data remain constant with what was previously approved.

B5. Individuals Consulted on Statistical Aspects and Individuals Collecting and/or Analyzing Data

The following individuals will oversee the collection and summarization of information collected from PHHS block grant recipients.

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Contractors
Staff from Kaiva Strategies LLC and DRT Strategies, Inc. assist with data collection and ongoing maintenance of BGIS

List of Attachments

Attachment A – List of PHHS Block Grant Recipients
Attachment B – Block Grant Authorizing Legislation 1981 and 1992
Attachment C – Work Plan Start and Advisory Committee Questions_Word Version
Attachment D – Work Plan Start and Advisory Committee Questions_Screenshots
Attachment E – Work Plan Program Questions_Word Version
Attachment F – Work Plan Program Questions_Screenshots
Attachment G – Annual Progress Report_Word Version
Attachment H – Annual Progress Report_Screenshots
Attachment I – 60-day Federal Register Notice
Attachment J – Public Comment Received to 60-day FRN
Attachment K – Privacy Act Checklist
Attachment L – STARS Project Determination
Attachment M – BGIS Landing Page (screenshot)
Attachment N – Crosswalk of Changes to Select Work Plan and Progress Report Questions