

## Draft Notification Email to Recipients

### Re: Reporting of Performance Measure Data

Dear <PHEP recipient>,

We are writing to request the annual submission of performance measures for your award under NOFO CDC-RFA-TU-24-0137, *Public Health Emergency Preparedness (PHEP) Cooperative Agreement*. Your participation in this information collection is expected as part of the conditions for funding.

These performance measures will be used to assess recipients' individual and collective progress towards the larger aims of the cooperative agreement, direct technical assistance to recipients, and obtain information needed to help assess the cooperative agreement's public health impact. We are requesting performance measures from all *PHEP* recipients.

The PHEP performance evaluation is intended to identify strengths and challenges facing preparedness programs as well as recognize areas for improvement and technical assistance. All 62 PHEP recipients are required to participate in the process. State recipients are not only responsible for ensuring statewide planning and response function but are also responsible for monitoring, tracking, and conducting local preparedness activities within their state. States may, at their discretion, review local planning jurisdictions. Recipients must report data to demonstrate performance as requested by CDC and through the Ready Camp system at a minimum. Performance data entry will take approximately 40 hours annually. No personally identifiable information is included as part of the request. Data submitted to CDC will be stored securely in the via the Salesforce platform on the CDC network. CDC will create reports based on recipient data.

To prepare for data submission, recipients must:

- Ensure staff that will participate in data entry are credentialed in DSLRs Ready Camp
- Attend the Nov 2024 PHEP webinar, watch the recording, or attend office hours focused on performance evaluation
- Complete the annual budget period performance data entry by June 30, 2024

If you have any questions, please do not hesitate to reach out to your Project Officer.

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Office of Readiness and Response ([ORR](#))  
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