

PERFORMANCE PROGRESS AND MONITORING REPORT (PPMR)

PART B: STATISTICAL METHODS

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List of Attachments

1. Public Health Service Act 42 U.S.C. 242
2. Public Welfare Act 45 CFR Part 75.301 - Uniform Administrative Requirements, Cost Principles and Audit Requirements for HHS Awards
3. 60 Day Federal Register Notice
4. Performance Progress and Monitoring Report (PPMR)

B. Collections of Information Employing Statistical Methods

1. Respondent Universe and Sampling Methods

Respondents are current CDC Awardees who receive CDC funding for Non-Research awards and additional Awardees who wish to submit information for program monitoring to CDC evaluators directly. Awardees consist of recipients of CDC contracts, grants or co-operative agreements who are required to submit information as part of the Awardee's Progress Reports. Information will be used to monitor awardee progress towards project goals and objectives, for quality improvement, and to respond to inquiries from the Department of Health and Human Services, Congress, and other sources.

No statistical sampling method will be used.

2. Procedures for the Collection of Information

Information will be collected from Awardees quarterly, semi-annually or annually. Awardees will report progress on their work plan objectives, activities, and performance measures. The Performance Progress and Monitoring Report (PPMR) (**Attachment 4 A-F**) has been developed to collect this information. Awardees will submit their PPMR by uploading them at www.grants.gov, entering data online, or submitting them directly to their CDC Program contact. Instructions will be provided to users for completing the templates.

Upon receipt of information from each Awardee, the Office of Financial Resources (OFR) or Program contact may enter the information into a database. The database will only be available to authorized CDC program staff and contractors. Responses will be stored on secure network servers subject to the agency's computer security measures. CDC staff will have the capacity to query the database to extract individual or aggregate Awardee-related data. CDC staff will generate reports for each of their assigned states on an annual basis.

3. Methods to Maximize Response Rates and Deal with Nonresponse

These reports are a requirement for each CDC Awardee, in order for the Awardee to continue to receive funding. Response rates are expected to be close to 100%.

4. Test of Procedures or Methods to be Undertaken

No testing of Procedures or Methods will be undertaken. This Extension of the Performance Progress and Monitoring Report (PPMR) has been developed based on the current OMB-approved version, as well as the previous SF-PPR Form (OMB Control

Number: 0970-0406, Expiration Date: 10/31/2015), to create a CDC-wide collection tool called the Progress Performance and Monitoring Report (PPMR). It will be used to collect data on the progress of CDC Awardees for the purposes of Program assessment, and to bring the Awardee reporting procedure into compliance with the Paperwork Reduction Act (PRA). No additional training is expected to be necessary. CDC staff will send the PPMR with an explanatory email to CDC Awardees describing the CDC-specific PPMR on its initial use.

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

The individuals responsible for design and management of the data collection system include:

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