

Centers for Disease Control and Prevention

Office of Financial Resources

Instructions for Preparing your Annual Performance Report

Each year, CDC requires you to submit your Annual Performance Report (APR). This report serves as your application for continued funding under **CDC-RFA-TU24-0137 Public Health Emergency Preparedness (PHEP) Cooperative Agreement**. Your APR will outline the progress you made during this Budget Period 2 (July 1, 2025 – June 30, 2026) and how you plan to implement the cooperative agreement requirements, along with your budget, for Budget Period 3 (July 1, 2026 – June 30, 2027).

Your APR is due **at 11:59 p.m. Eastern Time on Friday, April 17, 2026**. You will submit your APR in www.grantsolutions.gov.

Please see the following checklist. Detailed instructions are located on pages 2-4.

Component	What to Upload
Performance Report	
<input type="checkbox"/> Section I: Progress update	Upload a PDF titled “TU24 PHEP BP2 Performance Report Section I”
<input type="checkbox"/> Section II: Five-year work plan update	Upload a PDF titled “TU24 PHEP BP2 Performance Report Section II”
<input type="checkbox"/> Section III: Administrative and Federal Requirements	Upload an Excel file titled “TU24 PHEP BP2 Performance Report Section III”
Budget Information	
<input type="checkbox"/> Application for Federal Assistance (SF-424)	Upload the required form
<input type="checkbox"/> Budget Information for Non-Construction Programs (SF-424A)	Upload the required form
<input type="checkbox"/> Budget Narrative	Upload an Excel file titled “TU24 PHEP BP3 Budget Narrative”
<input type="checkbox"/> Indirect Cost Rate Agreement	Upload a PDF titled “Indirect Cost Rate Agreement”
Additional Forms	
<input type="checkbox"/> Project Abstract Summary	Complete the required form
<input type="checkbox"/> Annual Report for Tangible Property (SF-428-A) <i>(if applicable)</i>	Upload the required form

<input type="checkbox"/> Local Health Department Concurrence Letter <i>(if applicable)</i>	Upload a PDF titled “Local Health Department Concurrence Letter”
<input type="checkbox"/> Disclosure of Lobbying Activities (SF-LLL) <i>(if applicable)</i>	Upload the required form

If you encounter any difficulties submitting your APR through www.grantsolutions.gov, please contact the GrantSolutions helpdesk at 866-577-0771 or email help@grantsolutions.gov prior to the submission deadline.

Performance Report

Section I. Progress update *(from October 1, 2025, to December 31, 2025):*

- The progress update indicates progress on Response Readiness Framework activities and provides a quarterly spend plan update.
- Submit a copy of the progress update with the continuation application submission in GrantSolutions as a PDF titled “TU24 PHEP BP2 Performance Report Section I.”

Section II. Five-year work plan update *(from July 1, 2026, to June 30, 2029):*

- You created a five-year work plan to address the 34 activities and 13 exercises described in the notice of funding opportunity (NOFO) for the five-year period of performance.
- You must review the five-year work plan each budget period and update if necessary; upload the work plan as a PDF titled “TU24 PHEP BP2 Performance Report Section II” to Grantsolutions.

Section III. Administrative and Federal Requirements

- Submit a copy of the Administrative and Federal Requirements with the continuation application submission in Grant Solutions as an Excel file titled “TU24 PHEP BP2 Performance Report Section III.”

Budget Information

SF-424

- Update as needed the [SF-424 Application for Federal Assistance](#) submitted with your NOFO application. Click [here for instructions](#) on how to complete the form.
- Upload the required form.

SF-424A

- Complete the [SF-424A Budget Information for Non-Construction](#) Programs online form. Click [here for instructions](#) on how to complete the form.
 - For the continuation award, recipients must prepare their Fiscal Year 2026/Budget Period 3 budget based on the Fiscal Year 2025/Budget Period 2 award amount. Please refer to the published PHEP Budget Period 2 funding table.
 - Planning numbers will be updated based on the availability of funds.
- Upload the required form.

Budget Narrative

- Submit a copy of the budget narrative with the continuation application submission in GrantSolutions.
- Review your estimated budgets related to your five-year work plan and update if necessary.
- For any new, proposed subcontracts, provide the information specified in the [CDC Budget Guidelines](#).
- Non-federal match is required. Provide a line-item list of non-federal contributions including source, amount, or value of third-party contributions.
- Recipients must meet the match requirement to be funded. Recipients that cannot meet the matching funds requirement will not be eligible to receive PHEP funding awards. Match is a condition of eligibility per the NOFO.
- Upload an Excel file titled “TU24 PHEP BP3 Budget Narrative.”

Indirect Cost Rate Agreement

- Include a copy of the indirect cost agreement or cost allocation plan and describe how it was calculated. Please note that the agreement or cost allocation plan must be in effect at the start of Budget Period 3.
- Upload a PDF titled “Indirect Cost Rate Agreement.”

Additional Forms

Project Abstract Summary

- An abstract is required for **projects** that will continue into Year 3. The abstract must be a self-contained description of the proposed projects including the purpose and outcomes. Revise the project abstract that was submitted with your original cooperative agreement application to ensure it complies with the following GrantSolutions messages:
 - “Cease DEI Activities on ALL CDC Funded Awards - Domestic & Global” sent on January 29, 2025;
 - “Cease Activities Promoting Gender Ideology” sent on January 31, 2025; and
 - “CDC Priority Statement” sent on September 23, 2025.
- Ensure the abstract describes the project in plain language (in 250 words or less) that the public can understand (i.e., no jargon). Do not include personally identifiable, sensitive or proprietary information.
- Complete the required form located at https://apply07.grants.gov/apply/forms/sample/Project_AbstractSummary_2_0-V2.0.pdf.
- The project abstract will be subject to review prior to issuance of a Notice of Award.

SF-428-A (if applicable)

- Complete the [SF-428-A Annual Report for Tangible Property](#) if equipment was purchased in Budget Period 2. Click [here for instructions](#) on how to complete the form.
- Upload the required form.

Local Health Department Concurrence Letter (if applicable)

- Each decentralized state must provide a written, signed letter to provide evidence that the state has consulted with at least a majority, if not all, of local health departments within the jurisdiction to reach consensus, approval, or concurrence on the relative distribution of amounts, approaches, and priorities described in the application.
- This letter should be signed by the local health departments or representative entities within the jurisdiction.
- If you cannot get 100% concurrence, despite good-faith efforts to do so, submit a document with your application describing:
 - The reasons for lack of concurrence; and
 - The steps taken to address them.
- Upload a PDF titled “Local Health Department Concurrence Letter.”

SF-LLL (if applicable)

- Complete the [SF-LLL Disclosure of Lobbying Activities](#) online form. Click [here for instructions](#) on how to complete the form.
- Upload the required form.