

# 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 1 (July 1, 2024 – June 30, 2025) and how you plan to implement the cooperative agreement requirements, along with your budget, for Budget Period 2 (July 1, 2025 – June 30, 2026).

Your APR is due **at 11:59 p.m. Eastern Time on Friday, May 6, 2025**. You will submit your APR in [www.grantsolutions.gov](http://www.grantsolutions.gov).

Please see the following checklist. Detailed instructions are located on pages 2-3.

Component	How to Upload
<b>Performance Report</b>	
<input type="checkbox"/> Section I: Quarterly update	Upload a PDF titled "TU24 PHEP BP1 Performance Report Section I"
<input type="checkbox"/> Section II: Five-year work plan update	Upload a PDF titled "TU24 PHEP BP1 Performance Report Section II"
<b>Budget Information</b>	
<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 a PDF titled "TU24 PHEP BP2 Budget Narrative"
<input type="checkbox"/> Indirect Cost Rate Agreement	Upload a PDF titled "Indirect Cost Rate Agreement"
<b>Additional Forms</b>	
<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](http://www.grantsolutions.gov), please contact the GrantSolutions helpdesk at 866-577-0771 or email [help@grantsolutions.gov](mailto:help@grantsolutions.gov) prior to the submission deadline.

## Performance Report

### Section I. Quarterly update (*from October 1, 2024, to December 31, 2024*):

- You must submit a copy of the performance report with the continuation application submission in GrantSolutions.
- Upload a PDF titled “TU24 PHEP BP1 Performance Report Section I”

### Section II. Five-year work plan update (*from July 1, 2025, to June 30, 2029*):

- Recipients created a five-year work plan to address the 34 activities and 13 exercises described in the notice of funding opportunity for the five-year period of performance.
- **CDC is not introducing new activities or exercises in the next budget period.**
- Recipients must review the five-year work plan each budget period and update if necessary.
- Upload a PDF titled “TU24 PHEP BP1 Performance Report Section II”

## Budget Information

### SF-424

- Update as needed the [SF-424 Application for Federal Assistance](#) submitted with your NOFO application and submit. 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](#) online form. Click [here for instructions](#) on how to complete the form.
  - For the continuation award, recipients must prepare their Fiscal Year 2025/Budget Period 2 budget based on the Fiscal Year 2024/Budget Period 1 award amount. Please refer to the published [PHEP Budget Period 1 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 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. Recipients must meet the match requirement to be funded.
- Upload a PDF titled “TU24 PHEP BP2 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 2.
- Upload a PDF titled “Indirect Cost Rate Agreement.”

## **Additional Forms**

#### **SF-428-A (if applicable)**

- Complete the [SF-428-A Annual Report for Tangible Property](#) if equipment was purchased in Budget Period 1. Click [here for instructions](#) on how to complete the form.
- Upload the required form.

#### **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.

#### **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.”

## **Program Clarifications**

#### **Maintaining Public Health Emergency Preparedness and Response Capabilities**

The national standards for state, local, tribal, and territorial public health capabilities underpin the PHEP program. Recipients must continue to maintain, sustain, and apply the established national preparedness and response capabilities, as applicable, to address the Response Readiness Framework (RRF) priorities.

PHEP recipients must continue to support investments in preparedness capabilities to achieve successful completion of the PHEP NOFO activities and exercises associated with the RRF. The following information further clarifies key capabilities and investments that recipients must consider to achieve the PHEP NOFO outcomes.

### **Public Health Surveillance and Epidemiological Investigation**

CDC expects recipients to document jurisdictional PHEP funding for surveillance and epidemiological investigation priorities and investments. New surveillance and epidemiological investigation guidance will be forthcoming in a PHEP Surveillance and Epidemiological Investigation Supplemental Guidance.

### **Public Health Laboratory Capacity (LAB)**

Recipients that are members of Laboratory Response Networks for Biological and Chemical Threats (LRN-B and LRN-C) must continue to maintain capacity to meet specified LRN standards and requirements. This includes exercise participation as described in the PHEP NOFO and the PHEP Exercise Framework Supplemental Guidance.

### **Communities of Practice (CoP)**

CoP are intended to provide a formal assembly for jurisdictional partnerships to build synergies and support common goals for increasing whole community preparedness and response capabilities. Recipients have the autonomy to join or create a CoP that best serves jurisdictional needs and addresses the required PHEP NOFO activities. Over the five-year period of performance, recipients must actively engage in a CoP that addresses topics on workforce, recruitment, hiring, training, retention, or resiliency (WKF-C) and crisis and emergency risk communication related to preparedness, response, and recovery (RSK-C) must be addressed. Recipients are also encouraged to consider how they can leverage senior advisory committees within their jurisdictions as an extension of the CoP to engage local planning jurisdiction technical assistance.

NOTE: Recipients are encouraged to make their PHEP continuing applications consistent with current HHS policies and directives (further information will be provided if and as available prior to release).