Public Health Emergency Preparedness (PHEP) cooperative agreement recipients must address and comply with PHEP requirements for the strategies and activities listed in CDC's 2019-2024 PHEP notice of funding opportunity (CDC-RFA-TP19-1901), as well as other requirements associated with statute and U.S. Department of Health and Human Services (HHS) grant guidance.

The PHEP Budget Period 4 (BP4) reporting requirements overview summarizes various deliverables, including deadlines, which recipients are required to submit, and under what circumstances. It describes PHEP benchmark requirements and provides a chronological list of all BP4 programmatic reporting requirements. ***There will be overlap of BP3 required deliverables represented in the BP4 timeline for chronological continuity.***

Details for each requirement are noted in the following tables.

- Table 1: PHEP BP4 Benchmarks
- Table 2: PHEP BP4 Reporting Requirements by Due Date

Requirements and deadlines related to Public Health Crisis Response Cooperative Agreement funding are not included in this document.

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Table 1: PHEP BP4 Benchmarks

Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
September 30, 2023	PHEP Benchmark 1: Demonstrate preparedness and response operational readiness.	July 1, 2022 – June 30, 2023	PHEP recipients must successfully complete and submit all required Operational Readiness Review (ORR) components as described in the PHEP ORR guidance.	All recipients	PORTS
September 30, 2023	PHEP Benchmark 2: Demonstrate proficiency in public health laboratory testing for biological agents	July 1, 2022 - June 30, 2023	LRN-B proficiency testing - cannot fail more than one challenge.	50 states, Los Angeles County, New York City, and Washington, D.C.	Verification of LRN data via PERFORMS
September 30, 2023	PHEP Benchmark 3: Demonstrate proficiency in public health laboratory specimen packaging, and shipping exercises for chemical agents	July 1, 2022 - June 30, 2022	LRN-C specimen packaging, and shipping (SPaS) exercise - at least one LRN-C lab must pass with a minimum score of 90%.	50 states, Los Angeles County, New York City, and Washington D.C.	Verification of LRN data via PERFORMS
September 30, 2023	PHEP Benchmark 4: Demonstrate proficiency in public health laboratory testing for chemical agents	July 1, 2022 - June 30, 2023	LRN-C Level 1 proficiency testing - must pass or qualify on 90% of methods tested.	10 recipients with LRN-C Level 1 laboratories	Verification of LRN data via PERFORMS

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Table 2: PHEP BP4 Reporting Requirements by Due Date

Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
August 15, 2022	Responses to Conditions of Award	July 1, 2022 - June 30, 2023	Revised budgets and work plans (if applicable).	All recipients	PERFORMS/GrantSolutions
September 30, 2022	Quarterly Integrated Action Plans Updates (Q1)	July 1, 2022 - September 30, 2022	Updated integrated medical countermeasure (MCM) and PHEP technical assistance action plans.	All recipients	PORTS
September 30, 2022	LRN-C Laboratory Response Reports (Q1)	July 1, 2022 - September 30, 2022	LRN-C laboratories much submit updated response reports.	All LRN-C Level 1, Level 2, and Level 3 laboratories	LRN-C Laboratory Response Reporting template located on the LRN-C Secure Website and sent to lrn-c_qa_program@cdc.gov
September 30, 2022	BP3 (TP19-1901) Federal Financial Reports (FFRs)	July 1, 2021- June 30, 2022	FFRs (SF-425)	All recipients	Payment Management System (PMS)
October 31, 2022	BP3 (TP19-1901) Annual Progress Reports (APR)	July 1, 2021- June 30, 2022	Work plan progress, including end-of-year status of activities and outcomes and responses to supplemental questions	All recipients	PERFORMS
October 31, 2022	Quarterly Spend Plan Reports for BP3 (Q5) and BP4 (Q1)	July 1, 2022- September 30, 2022	Updated reports must include obligation rates and be submitted within 30 days following the end of each fiscal quarter.	All recipients	Email to DSLRGrants@cdc.gov and cc: PHEP project officers
October 2022 Actual date TBD	Statistical Analysis Software (SAS) Licenses	January 1, 2023- December 30, 2023	Recipients must submit new requests or renewals for SAS license(s)/server(s) use for the upcoming calendar year.	All recipients are eligible	Submit to PHEP project officers via SAS license renewal/request form
October 31, 2022	ORR Evidence Submission	July 1, 2021- June 30, 2022	Recipients must submit supporting evidence for ORR forms submitted on June 30, 2022.	All recipients	PORTS
November 2022 Actual date TBD	Direct Assistance (DA) Requests and Renewals for All Personnel	July 1, 2023- June 30, 2024	Recipients must submit requests for DA- funded personnel.	All recipients with new DA requests and renewals	Email DA request form to PHEP project officers
December 30, 2022	Quarterly Integrated Action Plans Updates (Q2)	September 1, 2022- December 30, 2023	Updated integrated MCM and PHEP technical assistance action plans.	All recipients	PORTS

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Table 2: PHEP BP4 Reporting Requirements by Due Date

Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
December 31, 2022	BP4 LRN-C Laboratory Response Reports (Q2)	October 1, 2022- December 31, 2022	LRN-C laboratories much submit updated response reports.	All LRN-C Level 1, Level 2, and Level 3 laboratories	LRN-C Laboratory Response Reporting template located on the LRN-C Secure Website and sent to lrn-c_qa_program@cdc.gov.
December 30, 2022	Critical Contact Sheets (CCS)	July 1, 2022- December 31, 2022	Recipients must review and update the information on file at least every six months (or as changes occur).	All recipients	Update CCS information in PORTS
January 30, 2023	Quarterly Spend Plan Reports for BP3 (Q6) and BP4 (Q2)	October 1, 2022- December 30, 2022	Updated reports must include obligation rates and be submitted within 30 days following the end of each fiscal quarter.	All recipients	Email to DSLRGrants@cdc.gov and cc: PHEP project officers
January 31, 2023	2023 Capabilities Planning Guide (CPG) Self-Assessments	January 1, 2023- December 31, 2023	Recipients must submit capabilities data using the 2023 Capabilities Planning Guide (CPG) self-assessment tool.	All recipients	Capabilities Planning Guide Self-Assessment tool in PERFORMS
March 30, 2023	Quarterly Integrated Action Plans Updates (Q3)	January 1, 2023- March 30, 2023	Updated integrated MCM and PHEP technical assistance action plans.	All recipients	PORTS
March 31, 2023	BP4 LRN-C Laboratory Response Reports	January 1, 2023- March 30, 2023	LRN-C laboratories much submit updated response reports.	All LRN-C Level 1, Level 2, and Level 3 laboratories	LRN-C Laboratory Response Reporting template located on the LRN-C Secure Website and sent to lrn-c_qa_program@cdc.gov.

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Table 2: PHEP BP4 Reporting Requirements by Due Date

Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
April 3, 2023	BP3 and BP4 Budget Revisions Requiring Prior Approval	July 1, 2022-June 30, 2023	PHEP recipients should submit urgent budget revision(s) which require Office of Grants Services prior approval). This does not apply to funds that qualify for expanded authority.	Applicable recipients	Corresponding amendment type or grant note in GrantSolutions.
April 28, 2023	Quarterly Spend Plan Reports for BP3 (Q7) and BP4 (Q3)	January 1, 2023-March 30, 2023	Updated reports must include obligation rates and be submitted within 30 days following the end of each fiscal quarter.	All recipients	Email to DSLRGrants@cdc.gov and cc: PHEP project officers.
June 30, 2023	Critical Contact Sheets (CCS)	January 1, 2023-June 30, 2023	Recipients must review and update the information on file at least every six months (or as changes occur).	All recipients	Update CCS information in PORTS
June 30, 2023	Quarterly Integrated Action Plans Updates (Q4)	April 1, 2023-June 30, 2023	Updated integrated MCM and PHEP technical assistance action plans.	All recipients	PORTS
June 30, 2023	BP4 LRN-C Laboratory Response Reports	April 1, 2023-June 30, 2023	LRN-C laboratories much submit updated response reports.	All LRN-C Level 1, Level 2, and Level 3 laboratories	LRN-C Laboratory Response Reporting template located on the LRN-C Secure Website and sent to lrn-c_qa_program@cdc.gov.
June 30, 2023	Annual PHEP Exercise (Vulnerable Populations) with Access and Functional Needs (AFN) Partners	July 1, 2022-June 30, 2023	Record information about Communication; Maintaining Health; Independence; Support, Safety and Self-Determination; and Transportation (CMIST) partners that participated in the exercise. This requirement can be met with any exercise, incident, or event. Indicate which partners identified on the partner planning sheet (PPS) participated in the activity. Specify name or names from the PPS that participate.	All recipients	PORTS
July 30, 2023	Quarterly Spend Plan Reports for BP3 (Q8) and BP4 (Q4)	April 1, 2022-June 30, 2022	Updated reports must include obligation rates and be submitted within 30 days following the end of each fiscal quarter.	All recipients	Email to DSLRGrants@cdc.gov and cc: PHEP project officers

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Table 2: PHEP BP4 Reporting Requirements by Due Date

Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
Every two years	Audit Reports	N/A	Submit an independent audit report every two years within 30 days of receipt of the report.	All recipients	Federal Audit Clearinghouse
Every five years	Jurisdictional Risk Assessments (JRA)	N/A	Recipients must participate in or complete a JRA, in collaboration with the Hospital Preparedness Program (HPP), at least once every five years. **Jurisdictions whose JRAs expired during BP3 have an extension until October 31, 2023.**	All recipients	PORTS
Every five years	Updated Administrative Preparedness Plans	N/A	Recipients must submit updated administrative preparedness plans at least once every five years. **Jurisdictions whose plans expired during BP3 have an extension until October 31, 2023.**	All recipients	TBD
Every five years	Joint Exercise with Emergency Management and Health Care Coalition (HCC) Participating Partners	N/A	Record information about HCCs and emergency management partners that participated in the exercise. At minimum this program requirement can be met with a functional exercise but can also be demonstrated during a full-scale exercise, incident, or an event. Record participating emergency management and HCC partners. These partners must also be on the PPS.	All recipients	PORTS
Every five years	Pandemic Influenza Critical Workforce Group Functional Exercise	N/A	Recipients should refer to the PHEP ORR guidance for detailed information about this program requirement. Satisfactory BP3 data submissions will restart the five-year cycle regardless of current expiration status	All recipients	PORTS
Every five years	Pandemic Influenza Full-Scale Exercise	N/A	Recipients should refer to the PHEP ORR guidance for detailed information about this program requirement. Satisfactory BP3 data submissions will restart the five-year cycle regardless of current expiration status	All recipients	PORTS

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