

Hello,

In preparation for the [mm, yyyy] quarterly reporting deadline for activities in support of CDC-RFA-OT21-2103 from Month DD, YYYY through Month DD, YYYY, the following **reporting forms are now available in REDCap**:

- Quarterly Workplan Progress Reporting fields (reported at the activity level)
- Quarterly Performance Measures Report (reported at the strategy level)
- Quarterly Financial Report (reported at the grant level)
- Funding Allocation Table (reported at the strategy level)

Performance Measures will be used to monitor implementation and progress toward achieving intended outcomes, demonstrate accountability to interested parties (e.g. funders, the public) by showing how funds are being spent, and maximize learning opportunities associated with the implementation and impacts of this grant. We ask all recipients to enter data each quarter using The Performance Measures Report in REDCap. No personally identifiable or sensitive information is included in these measures and reported data are stored and secured in the CDC's REDCap system. We estimate each recipient will spend around 35 hours each quarter (140 hours annually) on performance measures reporting. This estimate includes time to collect and aggregate data from partners, build and manage reporting systems in jurisdictions, and enter data into REDCap.

The OT21-2103 Program is providing you with several resources to support you as you prepare for this reporting cycle. These resources include:

- o Job aids with updated screen shots and simple instructions for navigating the reporting forms in REDCap (see attached PDF).
- o Updated offline copies of the reporting forms that can be shared with partners, contractors, etc. to aid in collaboration (see attached Word document). **Note: only data entered into REDCap will be accepted by CDC.**
- o Office hours and 1:1 support with members of the OT21-2103 support team July 26 & 28, 2022 (see attached calendar invites; open and save the invites to your calendar).
- o Performance Measures Guidance v1.1 saved [HERE](#).

[Instrument Name] Guidance Update:

- o [updates as needed]

[Reminders about upcoming analyses and reminder for deadlines for data entry as needed]

Below is a list of contacts you can reach out to at any time.

- Specific questions about your workplan --> reach out to your project officer
- Specific questions about allowable costs, use of funding, and budget --> reach out to your Grants Management Specialist
- General questions about this grant (including REDCap support) --> email the OT21-2103 Support Team at OT21-2103Support@cdc.gov

Questions about performance measures and evaluation --> email OT21-2103 Evaluation Support at 2103Evaluation@cdc.gov

Access the forms From the Record Status Dashboard in REDCap, the **Quarterly Workplan Progress Reports (at the top of your workplan forms) and the Funding Allocation Table** are in **Arm 1: Grant Mgmt. / Progress Reporting** (first tab); and the **Quarterly Performance Measure Report and Quarterly**

Financial Report forms are found on Arm 2: Qtr. Performance Measures & Financials Report (second tab).



In addition to the reports due in REDCap, please note the Annual Federal Financial Reports (FFR) (SF-425 or 425a) which covers the period between July 1, 2021 -May 31, 2022, is due August 31, 2022 in GrantSolution's Payment Management System (PMS). For more information or assistance regarding PMS, please contact PMS at 1-877-614-5533 or PMSSupport@psc.hhs.gov.

Sincerely,