

Public Health Emergency Preparedness (PHEP) Budget Period 4 Benchmarks and Reporting Requirements Overview

December 2022

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. Budget Period 3 (BP3) deadlines that occur during BP4 are represented on 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

Updates are italicized in red.

Requirements and deadlines related to Public Health Crisis Response Cooperative Agreement funding are not included in this document. Please see [2021-2023 Recipient Reporting Deadlines for CDC Crisis Response Cooperative Agreement](#) for that information.

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

Table 2: PHEP BP4 Reporting Requirements by Due Date

Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
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 14, 2022	Statistical Analysis Software (SAS) Licenses	January 1, 2023- December 31, 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	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 DSLGrants@cdc.gov and cc: PHEP project officers
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 21, 2022	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

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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
December 31, 2022	BP4 LRN-C Laboratory Response Reports (Q1 and Q2)	July 1, 2022- December 31, 2022	LRN-C laboratories must submit updated response reports. The first report should cover activities from the first two quarters of the budget period.	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 .
January 30, 2023	Quarterly Spend Plan Reports for BP3 (Q6) and BP4 (Q2)	October 1, 2022- December 31, 2022	Updated reports must include obligation rates and be submitted within 30 days following the end of each fiscal quarter.	All recipients	Email to DSLRRGrants@cdc.gov and cc: PHEP project officers
January 31, 2023	2023 Capabilities Planning Guide (CPG) Self-Assessments	January 1, 2022- December 31, 2022	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 31, 2023	BP4 LRN-C Laboratory Response Reports (Q3)	January 1, 2023- March 31, 2023	LRN-C laboratories must 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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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 31, 2023	Updated reports must include obligation rates and be submitted within 30 days following the end of each fiscal quarter.	All recipients	Email to DSLGrants@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	BP4 LRN-C Laboratory Response Reports (Q4)	April 1, 2023- June 30, 2023	LRN-C laboratories must 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	This requirement can be met with any BP4 exercise, incident, or event. CDC will again allow recipients to leverage response activities to meet PHEP annual exercise requirements. However, CDC encourages recipients to use response activities other than COVID-19, if possible, to meet BP4 annual exercise requirements. CDC will not accept the same response and activities submitted in Budget Period 3 (BP3) to meet this requirement.	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 DSLGrants@cdc.gov and cc: PHEP project officers



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Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
September 30, 2023	BP4 Annual Progress Reports (APR)	July 1, 2022 – June 30, 2023	Reports should include work plan progress, including end-of-year status of activities and outcomes, and responses to supplemental questions.	All recipients	PERFORMS
September 30, 2023	BP4 (TP19-1901) Federal Financial Reports (FFRs)	July 1, 2022- June 30, 2023	FFRs (SF-425)	All recipients	Payment Management System (PMS)
Every two years	Audit Reports	N/A	Submit independent audit reports every two years within 30 days of receipt of the reports.	All recipients	Federal Audit Clearinghouse
Every five years	Jurisdictional Risk Assessments (JRAs)	N/A	<i>Recipients must report date of most recent JRA or equivalent (even if outdated) and prioritized risks. While the PHEP NOFO requires recipients to participate in or complete JRAs at least once every five years, CDC is waiving this requirement in BP4 for those jurisdictions whose JRAs were completed more than five years ago.</i>	All recipients	PORTS ORR form in Capability 1: Community Preparedness
Every five years	Updated Administrative Preparedness Plans	N/A	<i>Jurisdictions whose plans expired during BP3 must respond to administrative preparedness questions in the BP4 annual progress report to meet this requirement.</i>	All recipients	TBD
Every five years	Joint Exercise with Emergency Management and Health Care Coalition (HCC) Participating Partners	N/A	Recipients meet this five-year exercise requirement with successful submissions and CDC review of BP3 ORR forms. Satisfactory submissions restart the five-year cycle for PHEP recipients regardless of current expiration status.	All recipients	PORTS

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Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
Every five years	Pandemic Influenza Critical Workforce Group Functional Exercise	N/A	Recipients meet this five-year exercise requirement with successful submissions and CDC review of BP3 ORR forms. Satisfactory submissions restart the five-year cycle for PHEP recipients regardless of current expiration status.	All recipients	PORTS
Every five years	Pandemic Influenza Full- Scale Exercise	N/A	Recipients meet this five-year exercise requirement with successful submissions and CDC review of BP3 ORR forms. Satisfactory submissions restart the five-year cycle for PHEP recipients regardless of current expiration status.	All recipients	PORTS