

# PHEP Budget Period 5 (BP5) Cooperative Agreement Reporting Requirements

## December 2023

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 5 (BP5) 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 BP5 programmatic reporting requirements for the remainder of BP5.

Details for each requirement are noted in the following tables.

- Table 1: PHEP BP5 Benchmarks
- Table 2: PHEP BP5 Reporting Requirements by Due Date

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



**Table 1: PHEP BP5 Benchmarks**

Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
September 30, 2024	PHEP Benchmark 1: Demonstrate preparedness and response operational readiness.	July 1, 2023 - June 30, 2024	<p>PHEP recipients must successfully complete and submit all required Operational Readiness Review (ORR) components as described in the PHEP ORR guidance.</p> <p><u>BP5 ORR Requirements</u></p> <ul style="list-style-type: none"> <li>• Annual PHEP exercise data</li> <li>• Emergency operations center activation (EOC) data</li> <li>• Critical Contact Sheet (CCS) information</li> </ul>	All recipients	PORTS
September 30, 2024	PHEP Benchmark 2: Demonstrate proficiency in public health laboratory testing for biological agents	July 1, 2023 - June 30, 2024	LRN-B proficiency testing - cannot fail more than one challenge.	50 states, Los Angeles County, New York City, and Washington, D.C.	PORTS
September 30, 2024	PHEP Benchmark 3: Demonstrate proficiency in public health laboratory specimen packaging, and shipping exercises for chemical agents	July 1, 2023 - June 30, 2024	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.	PORTS
September 30, 2024	PHEP Benchmark 4: Demonstrate proficiency in public health laboratory testing for chemical agents	July 1, 2023 - June 30, 2024	LRN-C Level 1 proficiency testing - must pass or qualify on 90% of methods tested.	10 recipients with LRN-C Level 1 laboratories	PORTS

## Table 2: PHEP BP5 Reporting Requirements by Due Date

Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
December 29, 2023	Critical Contact Sheet (CCS) Data	July 1, 2023 - December 31, 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
January 31, 2024	BP5 LRN-C Laboratory Response Reports (Q1 and Q2)	July 1, 2023 - December 31, 2023	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 <a href="#">LRN-C Secure Website</a> and sent to <a href="mailto:lrn-c_qa_program@cdc.gov">lrn-c_qa_program@cdc.gov</a>
March 1, 2024	No-cost Extension Requests For BP5 Funds	July 1, 2023 - June 30, 2024	PHEP recipients must submit requests to access BP5 funds to complete current activities in Budget Period 1 of the new PHEP period of performance.	All recipients	Corresponding amendment type (NCE amendment) in GrantSolutions
March 31, 2024	BP5 LRN-C Laboratory Response Reports (Q3)	January 1, 2024 - March 31, 2024	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 <a href="#">LRN-C Secure Website</a> and sent to <a href="mailto:lrn-c_qa_program@cdc.gov">lrn-c_qa_program@cdc.gov</a>
April 3, 2024	BP4 and BP5 Budget Revisions Requiring Prior Approval	July 1, 2023 - June 30, 2024	PHEP recipients must submit urgent budget revision(s) that require Office of Grants Services prior approval.  This does not apply to funds that qualify for expanded authority.	Applicable recipients	Corresponding amendment type (NCE amendment) in GrantSolutions
June 30, 2024	Annual PHEP Exercise Data	July 1, 2023 - June 30, 2024	The annual PHEP exercise must include at-risk population partners. Recipients should submit data regarding partners or other stakeholders representing people with disabilities and others with access and functional needs who participated in the exercise. This requirement can be met with any exercise, incident, or event.	All recipients	PORTS
June 30, 2024	Emergency Operations Center (EOC) Activation Form	July 1, 2023 - June 30, 2024	Enter all EOC activations for the jurisdiction.	All recipients	PORTS

**Table 2: PHEP BP5 Reporting Requirements by Due Date**

Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
June 30, 2024	BP5 LRN-C Laboratory Response Reports (Q4)	April 1, 2024 - June 30, 2024	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 <a href="#">LRN-C Secure Website</a> and sent to <a href="mailto:lrn-c_qa_program@cdc.gov">lrn-c_qa_program@cdc.gov</a>
June 30, 2024	Critical Contact Sheet (CCS) Data	January 1, 2024 - June 30, 2024	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
October 30, 2024	Final Performance Progress and Evaluation Reports	July 1, 2019 - June 30, 2024	Reports must include final progress and evaluation results spanning Budget Period 1 through Budget Period 5. In lieu of a BP5 annual progress report, recipients should incorporate BP5 accomplishments and PHEP benchmark data in this final closeout report.	All recipients	Complete in PORTS and upload in GrantSolutions via the closeout reconciliation amendment
October 30, 2024	TP19-1901 Final Federal Financial Reports (FFR)	July 1, 2019 - June 30, 2024	FFR (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