

# Public Health Emergency Preparedness (PHEP) Budget Period 2 Benchmarks and Reporting Requirements Overview

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 2 (BP2) 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 BP2 programmatic reporting requirements. Updates specific to the PHEP BP2 requirements, including Operational Readiness Review (ORR) requirements, may be found in the [At-a-Glance: Updates to CDC PHEP Requirements for Budget Period 2](#) and the [Public Health Emergency Preparedness \(PHEP\) Budget Period 2: COVID-19 Response Effects on PHEP Requirements](#).

Details for each requirement are noted in the following tables. New information is listed in **bold** type.

- Table 1: PHEP BP2 Benchmarks
- Table 2: PHEP BP2 Reporting Requirements by Due Date

**Table 1: PHEP BP2 Benchmarks**

Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
September 30, 2021	PHEP Benchmark 1: Demonstrate medical countermeasure (MCM) operational readiness	July 1, 2020 – June 30, 2021	PHEP recipients should document progress toward readiness to receive, stage, store, distribute, and dispense or administer MCMs during a public health emergency. Recipients can submit MCM ORR activities completed during BP2 after the new online ORR data collection system is launched. Recipients must submit applicable data by September 30, 2021. Recipients should document progress made prior to the COVID-19 pandemic as well as any subsequent advancements that may have been achieved.	All recipients	New online ORR data collection system
September 30, 2021	PHEP Benchmark 2: Demonstrate proficiency in public health laboratory testing for biological agents	July 1, 2020 – June 30, 2021	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, 2021	PHEP Benchmark 3: Demonstrate proficiency in public health laboratory specimen packaging, and shipping exercises for chemical agents	July 1, 2020 – June 30, 2021	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, 2021	PHEP Benchmark 4: Demonstrate proficiency in public health laboratory testing for chemical agents	July 1, 2020 – June 30, 2021	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 BP2 Reporting Requirements by Due Date**

Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
August 5, 2020	Responses to conditions of award	N/A	Revised budgets and work plans (if applicable).	All recipients	GrantSolutions/PERFORMS
September 30, 2020	Quarterly written MCM technical assistance (TA) action plans (Q1)	July 1, 2020 – September 30, 2020	Submission of MCM TA action plan updates and engagement with DSLR project officers and MCM specialists are optional. Jurisdictions may elect to reduce, alter, or pause MCM action planning activities to concentrate efforts and resources on COVID-19 response activities.	All recipients	Email to or conference call with DSLR project officers and MCM specialists
September 30, 2020	Quarterly written PHEP TA action plans (Q1)	July 1, 2020 – September 30, 2020	Submission of PHEP TA action plan updates and engagement with DSLR project officers are optional. Jurisdictions may elect to reduce, alter, or pause PHEP action planning activities to concentrate efforts and resources on COVID-19 response activities.	All recipients	Email to or conference call with DSLR project officers
October 30, 2020	BP1 Supplement (TP17-1701) Final Federal Financial Reports (FFRs)	July 1, 2019 – June 30, 2020	<ul style="list-style-type: none"> <li>Final PHEP FFRs (SF-425)</li> <li>Combined HPP-PHEP FFRs (SF-425)</li> </ul>	Only recipients with no-cost extensions	GrantSolutions
<b>October 30, 2020</b>	<b>BP1 (TP19-1901) Federal Financial Reports (FFRs)</b>	<b>July 1, 2019 – June 30, 2020</b>	<b>PHEP BP1 FFRs (SF-425)</b>	<b>All recipients</b>	<b>GrantSolutions</b>
October 30, 2020	Budget Period 1 (BP1, TP19-1901) annual progress reports (APRs)	July 1, 2019 – June 30, 2020	Work plan progress, including status of outcomes and activities	All recipients	PERFORMS
October 30, 2020	BP1 (TP19-1901) performance measure data	July 1, 2019 – June 30, 2020	Recipients must submit annual performance measure data.	All recipients	PERFORMS
October 30, 2020	Quarterly spend plan reports for BP1 (Q5) and BP2 (Q1)	July 1, 2020 – September 30, 2020	Updated reports must include obligation rates and be submitted within 30 days following the end of each fiscal quarter.	All recipients	Email to <a href="mailto:DSLRRGrants@cdc.gov">DSLRRGrants@cdc.gov</a> and cc: DSLR project officers



Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
October 30, 2020	Q1 reconciliation of PHEP financial records	July 1, 2020 – September 30, 2020	BP2 quarterly FFRs must be submitted to reconcile PHEP funds.	All recipients	Payment Management System (PMS)
October 2020	Statistical Analysis Software (SAS) licenses	January 1, 2021 – December 30 2021	Recipients must submit requests to renew SAS licenses for the upcoming calendar year.	All recipients are eligible	Submit to DSLR project officers via SAS license renewal/request form
November 16, 2020	Direct assistance (DA) requests and renewals for all personnel	June 1, 2020 – July 30, 2021	Recipients must submit requests for DA-funded personnel.	All recipients with new DA requests and renewals	Email DA request form to DSLR project officers
December 30, 2020	Critical contact sheets (CCS)	N/A	Recipients must review and update the information on file at least every six months (or as changes occur).	All recipients	Update or validate CCS information previously submitted in DCIPHER via email to DSLR project officers
December 30, 2020	Quarterly recipient MCM TA action plan conference calls (Q2)	October 1, 2020 – December 30, 2020	Submission of MCM TA action plan updates and engagement with DSLR project officers and MCM specialists are optional. Jurisdictions may elect to reduce, alter, or pause MCM action planning activities to concentrate efforts and resources on COVID-19 response activities.	All recipients	Email to or conference call with PHEP project officers and MCM specialists
December 30, 2020	Quarterly PHEP TA conference calls (Q2)	October 1, 2020 – December 30, 2020	Submission of PHEP TA action plan updates and engagement with DSLR project officers are optional. Jurisdictions may elect to reduce, alter, or pause PHEP action planning activities to concentrate efforts and resources on COVID-19 response activities.	All recipients	Email to or conference call with PHEP project officers
January 30, 2021	Quarterly spend plan reports for BP1 (Q6) and BP2 (Q2)	October 1, 2020 – December 30, 2020	Updated reports must include obligation rates and be submitted within 30 days following the end of each fiscal quarter.	All recipients	Email to <a href="mailto:DSLRRGrants@cdc.gov">DSLRRGrants@cdc.gov</a> and cc: DSLR project officers
January 30, 2021	Q2 reconciliation of PHEP financial records	October 1, 2020 – December 30, 2020	BP2 quarterly FFRs must be submitted to reconcile PHEP funds.	All recipients	PMS



Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
January 31, 2021	2021 capabilities self-assessment data	January 2020 – December 2020	Recipients must submit capabilities data using the 2021 Capabilities Planning Guide (CPG) self-assessment tool.	All recipients	CPG self-assessment tool in PERFORMS
March 31, 2021	Quarterly MCM TA action plans (Q3)	January 1, 2021– March 31, 2021	Submission of MCM TA action plan updates and engagement with DSLR project officers and MCM specialists are optional. Jurisdictions may elect to reduce, alter, or pause MCM action planning activities to concentrate efforts and resources on COVID-19 response.	All recipients	Email to or conference call with DSLR project officers and MCM specialists
March 31, 2021	Quarterly written PHEP TA action plans (Q3)	January 1, 2021 – March 31, 2021	Submission of PHEP TA action plan updates and engagement with DSLR project officers are optional. Jurisdictions may elect to reduce, alter, or pause PHEP action planning activities to concentrate efforts and resources on COVID-19 response activities.	All recipients	Email to or conference call with DSLR project officers
April 30, 2021	Quarterly spend plan reports for BP1 (Q7) and BP2 (Q3)	January 1, 2021 – March 31, 2021	Updated reports must include obligation rates and be submitted within 30 days following the end of each fiscal quarter.	All recipients	Email to <a href="mailto:DSLRRGrants@cdc.gov">DSLRRGrants@cdc.gov</a> and cc: DSLR project officers
April 30, 2021	Q3 reconciliation of PHEP financial records	January 1, 2021 – March 31, 2021	BP2 quarterly FFRs must be submitted to reconcile PHEP funds.	All recipients	PMS
June 28, 2021	Critical contact sheets (CCS)	N/A	Recipients must review and update the information on file at least every six months (or as changes occur).	All recipients	Update or validate CCS information previously submitted in DCIPHER via email to DSLR project officers
June 30, 2021	Quarterly MCM recipient conference calls (Q4)	April 1, 2021 – June 30, 2021	Submission of MCM TA action plan updates and engagement with DSLR project officers and MCM specialists are optional. Jurisdictions may elect to reduce, alter, or pause MCM action planning activities to concentrate efforts and resources on COVID-19 response.	All recipients	Email to or conference call with DSLR project officers and MCM specialists
June 30, 2021	Quarterly PHEP TA conference calls (Q4)	April 1, 2021 – June 30, 2021	Submission of PHEP TA action plan updates and engagement with DSLR project officers	All recipients	Email to or conference call with DSLR project officers



Submission Deadline	Requirement/Deliverable	Activity Period	Component(s)	Jurisdictional Level	Reporting Tool
			are optional. Jurisdictions may elect to reduce, alter, or pause PHEP action planning activities to concentrate efforts and resources on COVID-19 response activities.		
July 30, 2021	Q4 reconciliation of PHEP financial records	April 1, 2021 – June 30, 2021	BP2 quarterly FFRs must be submitted to reconcile PHEP funds.	All recipients	PMS
September 30, 2021	Quarterly spend plan reports for BP1 (Q8) and BP2 (Q4)	April 1, 2021 – June 30, 2021	Updated reports must include obligation rates and be submitted within 30 days following the end of each fiscal quarter.	All recipients	Email to <a href="mailto:DSLRRGrants@cdc.gov">DSLRRGrants@cdc.gov</a> and cc: DSLR project officers
October 29, 2021	Exercise documentation	July 1, 2020 – June 30, 2021	After-action reports/improvement plans (AAR/IPs) and other supporting documentation for consideration for credit toward BP2 exercise requirements.	All recipients	New online ORR data collection system
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. However, for jurisdictions whose JRAs expire during BP2, an extension to October 29, 2021, is granted due to COVID-19 response activities.	All recipients	New online ORR data collection system
Every five years	Updated administrative preparedness plans	N/A	Recipients must submit updated administrative preparedness plans at least once every five years. However, for jurisdictions whose plans expire during BP2, an extension to October 29, 2021, is granted due to COVID-19 response activities.	All recipients	New online ORR data collection system
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

