

Centers for Disease Control and Prevention (CDC)
Office of Financial Resources

Instructions for Preparing an Annual Performance Report (APR)
Assistance Listing Number (AL): 93.116
Notice of Funding Opportunity Number (NOFO): **CDC-RFA-PS-25-0003**

Tuberculosis Elimination and Laboratory Cooperative Agreement

National Center for HIV/AIDS, Viral Hepatitis, STD, and TB Prevention,
Division of TB Elimination

Eligibility:

This award will be a continuation of funds intended only for recipients previously awarded under **CDC-RFA-PS-25-0003, Tuberculosis Elimination and Laboratory**.

Anticipated Funding Level: For this award, recipients are required to prepare their fiscal year XX budget based on the current year's award amount. Please refer to the most recent Notice of Award for the award amount

Application Submission:

CDC requires recipients to submit their Annual Performance Reports (APR), which serves as the non-competing continuation application, through www.grantsolutions.gov no later than 120 days prior to the end of the budget period.

If you encounter any difficulties submitting your annual performance report through www.grantsolutions.gov, please contact the GrantSolutions helpdesk at 866-577-0771 or email help@grantsolutions.gov prior to the submission deadline. If you need further information regarding the annual performance report process, please contact the assigned Grants Management Specialist. For programmatic information, please contact Martha Boisseau, Project Officer, at 770-488-6261.

Reports must be submitted by **October 20, 2025, 11:59pm Eastern Standard Time** on www.grantsolutions.gov for Reporting Period **1/1/2025 – 6/30/2025**. Late or incomplete reports could result in an enforcement action such as a delay in the award or a reduction in funds. CDC will accept requests for a deadline extension on rare occasions and after adequate justification has been provided.

Annual Federal Financial Report Submission

The Annual Federal Financial report (FFR) SF-425 is required and must be submitted through the Payment Management System (PMS) no later than 90 days after the end of the budget period. If a budget period is greater than 12 months, at a minimum annual FFRs are submitted for each 12-month period. The annual FFR for this Budget Period **1/1/2025-12/31/2025** is due in PMS by **March 29, 2026**.

Checklist of required contents of application packet:

1. [Performance Progress and Monitoring Report](#) (PPMR) OR reference program's OMB-approved reporting format indicated in the NOA.
2. SF-424A Budget Information-Non-Construction (online form) and Budget Justification (attachment)
3. Indirect Cost Rate Agreement (attachment)
4. Performance Narrative

5. SF-LLL Disclosure of Lobbying Activities (online form and instructions), if applicable¹, are located at <https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>
6. Interim Federal Financial Report (FFR) SF-425 (if applicable) instructions are located at <https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>
7. Additional Program Requirements, if applicable

1. Performance Progress and Monitoring Report:

- Only one PPMR is required: either the standard PPMR form OR program’s OMB-approved reporting format indicated in the NOA.
 - Reference the Reporting Requirements section of the Notice of Award (NOA) for the required reporting forms. The NOA will indicate whether the PPMR will serve as the annual progress report and continuation application or if another OMB-approved format is required.
- PPMR instructions are attached to the form located at <https://www.cdc.gov/grants/documents/Performance-Progress-and-Monitoring-Report-PPMR.pdf> or include instructions related to program’s OMB-approved reporting format.

2. SF-424A Budget Information and Justification:

- Instructions for completing SF-424A Budget Information-Non-Construction online form are located at https://www.grantsolutions.gov/gs/pdf/ophs-1_SF424A_Instruction.pdf

SPECIAL NOTE: In the SF-424A Budget Information section, recipients should fill out column (a) – “Grant Program Function or Activity,” under “Section A – Budget Summary” for each proposed component. Under “Section B - Budget Categories,” each column should reflect requested funds for each component. The “Object Class Categories” totals under Section B should match what is being requested in your budget narrative. Column (5) – “Total” should be a cumulative total of all requested funds.

- Analysis of Remaining Time and Funds
 1. If it appears there will be insufficient funds, provide detailed justification of the shortfall. List the actions taken to bring the obligations in line with the authorized funding level.
 2. Based on the current rate of obligation, if it appears there will be un-obligated funds at the end of the current budget period, provide detailed actions that will be taken to obligate this amount or use the process below to get access to unused funds.

Unobligated funds may be used for purposes within the scope of the project as originally approved. Recipients will report use, or intended use, of unobligated funds in Section 12 “Remarks” of the annual Federal Financial Report (FFR). If the GMO determines that some or all of the unobligated funds are not necessary to complete the project, the GMO may restrict the recipient’s authority to automatically carryover unobligated balances in the future, use the balance to reduce or offset CDC funding for a subsequent budget period, or use a combination of these actions.

In addition to reporting use of unobligated funds in the annual FFR, program requests the submission of an interim FFR as part of the APR submission. Submit an interim **hardcopy** FFR as an attachment and title: “Interim FFR” Federal Financial Report (FFR), Standard Form-425, available on the internet at <https://www.grants.gov/forms/forms-repository/post-award-reporting-forms>.

¹ The form has instructions that indicate when the form is required.

- The estimated un-obligated balance should be realistic to be consistent with the annual FFR to be submitted following the end of the budget period.
- The proposed budget should be based on the federal funding level, which is stated on page one of this document (Anticipated Funding Level).
- In a separate narrative, provide a detailed, line-item budget justification of the funding amount requested, including any request to use unobligated funds, to support the activities to be carried out with those funds. Attach and title it “Budget Narrative”.
- The budget justification must be prepared in the general form, format, and to the level of detail as described in the CDC Budget Preparation Guidelines. The budget guidance is provided on CDC’s internet at: <http://www.cdc.gov/grants/applying/application-resources.html> and the GrantSolutions application control checklist.
- For any new, proposed subcontracts, provide the information specified in the Budget Guidance.
- When non-federal matching is required, provide a line-item list of non-federal contributions including source, amount, and/or value of third-party contributions proposed to meet a matching requirement.

3. Indirect Cost Rate Agreement (This is not applicable to institutions of higher education. The rates applied are based on the agreement in effect from the first year of award.):

- If indirect costs are requested, include a copy of the current negotiated federal indirect cost rate agreement or a cost allocation plan approval letter for those recipients under such a plan.
- Clearly describe the method used to calculate indirect costs. Make sure the method is consistent with the Indirect Cost Rate Agreement.
- To be entitled to use indirect cost rates, a rate agreement must be in effect at the start of the budget period.
- If there is no Indirect Cost Rate Agreement or the agreement has expired, indirect costs may be charged as direct if (1) this practice is consistent with the recipient’s/applicant’s approved accounting practices; and (2) if the costs are adequately supported and justified.
- If applicable, attach and name the document, “Indirect Cost Rate.”
- If applicable, the recipient’s indirect costs are based on a rate of fifteen percent of modified total direct costs (MTDC) as defined for the de minimis indirect rate in 2 CFR Part 200.414(f).
- For institutions of higher education, indirect costs are based on the negotiated indirect cost rate agreement used for the first-year award, and rates in that agreement are to be used for the remainder of the competitive segment in accordance with 45 CFR Part 75. Indirect cost/facilities and administration rates for subcontracts will be treated in the same manner as those for the recipient, if the subcontractor is covered by 45 CFR Part 75.
- For grants awarded to foreign organizations and foreign public entities and performed fully outside of the territorial limits of the U.S., indirect costs are based on a fixed rate of eight percent of MTDC exclusive of tuition and related fees, direct expenditures for equipment, and subawards in excess of \$50,000 as defined for MTDC in 2 CFR 200.1.

4. Performance Narrative:

Section I. Current Budget Period Progress:

Provide a brief report addressing the following elements of each objective or activity.

The annual performance report must include the following:

- **Performance Measures** (including outcomes) – Recipients must report on performance measures for each budget period and update measures, if needed.
- **Evaluation Results** – Recipients must report evaluation results for the work completed to date (including any data about the effects of the program).

- **Work Plan** – Recipients must update work plan each budget period.
- **Data management Plan** – Projects that involve collection or generation of new public health data are required to develop a Data Management Plan (DMP) and update throughout the life cycle of the data. Recipients must report updates to the DMP.
- **Successes**
 - Recipients must report progress on completing activities outlined in the work plan.
 - Recipients must describe any additional successes (e.g., identified through evaluation results or lessons learned) achieved in the past year.
 - Recipients must describe success stories.
- **Challenges**
 - Recipients must describe any challenges that might affect their ability to achieve annual and project-period outcomes, conduct performance measures, or complete the activities in the work plan.
 - Recipients must describe any additional challenges (e.g., identified through evaluation results or lessons learned) encountered in the past year.
- **CDC Program Support to Recipients**
 - Recipients must describe how CDC could help them overcome challenges to achieving annual and project-period outcomes and performance measures, and completing activities outlined in the work plan.

Section II. New Budget Period Proposed Objectives and Activities:

- A. List proposed objectives for the upcoming budget period. These objectives must support the intent of the original Notice of Funding Opportunity (NOFO).
- B. Each objective and activity must contain a performance or outcome measure that assesses the effectiveness of the project.
- C. For each objective:
 1. List activities that will be implemented;
 2. Provide a timeline for accomplishment;
 3. Identify and justify any redirection of activities; and
 4. Explain the methods you will use to implement the new, redirected activities.
- D. In addition to this information, include comments pertaining to budgetary issues that might hamper the success or completion of the project as originally proposed and approved. Please utilize the work plan format in the original work plan, if applicable.

5. Additional Program Requirements (If applicable)

- Section 3, starting on page 56 of the above referenced NOFO outlines the complete reporting requirements for prevention and control (P&C), human resource and development (HRD) and Laboratory Strengthening. Within the 65- page limit, Recipients should use a maximum of 40 pages for P&C, 10 pages for HRD and 15 pages for Laboratory Strengthening.

Performance Measure Reporting:

If applicable, in response to a large outbreak, Performance Measure Reports should at minimum include:

- Report on the activities completed.
- Outcomes achieved.
- Challenges experienced.

- Program improvements as applicable.
- Additional support (if any) requested from CDC.