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): PS25-0003

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-PS25-0003.**

Anticipated Funding Level:
See the Additional Program Section of this guidance document for the anticipated funding levels for each recipient.

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 the assigned Grants Management Specialist. For programmatic information, please contact Martha Boisseau, Project Officer, at 770-488-6261.

Reports must be submitted by **10/15/2026*, 11:59pm Eastern Standard Time on*** www.grantsolutions.gov for Reporting Period 07/01/2025 – 06/30/2026 . 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 **1/1/2026-12/31/2026** is due in PMS by **3/29/2027**.

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 applicable,[1] 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. Project Abstract Summary (online form)
8. 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 is required as part of 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.
- The proposed budget should be based on the federal funding level, which is stated on page one of this document (Anticipated Funding Level).
- Provide a separate, detailed line-item budget narrative justification for the requested funds, including any proposed use of unobligated funds. Attach and title it "Budget Narrative".
- The budget narrative justification must be prepared in the general form, format, and to the level of detail 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.
- Analysis of Remaining Time and Funds
  - 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.
- The estimated unobligated balance should be a realistic projection to ensure alignment with the actual figures reported in the annual Federal Financial Report (FFR), which is submitted after the end of the budget period.

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

- 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.

3. **Indirect Cost Rate Agreement**
    - 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 applicable, attach and name the document, "Indirect Cost Rate."
    - If applicable, the recipient's indirect costs are based on a rate of up to fifteen percent of modified total direct costs (MTDC) as defined for the de minimis indirect rate in 2 CFR Part 200.414(f).
    - Note: 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 [Appendix III to Part 200 Title 2](). 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 2 CFR Part 200.
    - Note: 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 **$25,000** in accordance with [2 CFR 300.414(b)]().
    - 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.
        - Be charged up to fifteen percent of the de minimis rate of modified total direct costs in accordance with [2 CFR Part 200.414(f)]().

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.

7. <u>Project Abstract Summary</u>

Complete the online form as part of the application in GrantSolutions.
The project abstract will be subject to review prior to issuance of a Notice of Award.

8. **<u>Additional Program Requirements:</u>**

<u>Anticipated Funding Level:</u>

Recipient	Award Total	Lab	HRD	P&C
Alabama	**$ 800,672**	**$ 152,338**	**$ 24,210**	**$ 624,124**
Alaska	**$ 620,281**	**$ 98,909**	**$ 24,210**	**$ 497,162**
Arizona	**$ 1,464,297**	**$ 120,137**	**$ 24,210**	**$ 1,319,950**
Arkansas	**$ 635,182**	**$ 99,996**	**$ 24,210**	**$ 510,976**
California	**$ 8,463,791**	**$ 135,005**	**$ 41,071**	**$ 8,287,715**
Chicago	**$ 1,034,321**	**$0**	**$ 24,210**	**$ 1,010,111**

Colorado	$ 675,229	$ 35,000	$ 24,210	$ 616,019
Connecticut	$ 661,433	$ 82,930	$ 24,210	$ 554,293
D.C.	$ 235,077	$ 35,000	$ 17,694	$ 182,383
Delaware	$ 208,956	$ 35,000	$ 17,694	$ 156,262
Florida	$ 4,715,738	$ 573,248	$ 41,071	$ 4,101,419
Georgia	$ 1,951,339	$ 170,366	$ 24,210	$ 1,756,763
Hawaii	$ 1,064,123	$ 50,188	$ 24,210	$ 989,725
Houston	$ 1,334,433	$ 132,260	$ 24,210	$ 1,177,963
Idaho	$ 206,895	$ 39,897	$ 17,694	$ 149,304
Illinois	$ 1,333,691	$ 138,797	$ 24,210	$ 1,170,684
Indiana	$ 1,041,317	$ 66,134	$ 24,210	$ 950,973
Iowa	$ 435,707	$ 72,692	$ 24,210	$ 338,805
Kansas	$ 523,294	$ 77,883	$ 24,210	$ 421,201
Kentucky	$ 645,386	$ 113,882	$ 24,210	$ 507,294
Los Angeles	$ 3,807,285	$ 231,507	$ 41,071	$ 3,534,707
Louisiana	$ 717,392	$ 58,243	$ 24,210	$ 634,939
Maine	$ 259,782	$ 70,733	$ 17,694	$ 171,355
Maryland	$ 1,469,281	$ 133,275	$ 24,210	$ 1,311,796
Massachusetts	$ 1,848,001	$ 353,437	$ 24,210	$ 1,470,354
Michigan	$ 1,356,344	$ 322,272	$ 24,210	$ 1,009,862
Minnesota	$ 1,270,357	$ 77,972	$ 24,210	$ 1,168,175
Mississippi	$ 453,680	$ 143,610	$ 17,694	$ 292,376
Missouri	$ 607,070	$ 56,967	$ 24,210	$ 525,893
Montana	$ 193,847	$ 45,829	$ 17,694	$ 130,324
Nebraska	$ 351,149	$ 102,176	$ 17,694	$ 231,279
Nevada	$ 737,029	$ 90,438	$ 24,210	$ 622,381
New Hampshire	$ 200,895	$ 35,000	$ 17,694	$ 148,201
New Jersey	$ 2,554,335	$ 73,087	$ 24,210	$ 2,457,038
New Mexico	$ 294,685	$ 40,961	$ 17,694	$ 236,030
New York City	$ 5,518,128	$ 291,237	$ 41,071	$ 5,185,820
New York State	$ 1,730,058	$ 187,934	$ 24,210	$ 1,517,914
North Carolina	$ 1,782,350	$ 124,473	$ 24,210	$ 1,633,667
North Dakota	$ 205,709	$ 44,531	$ 17,694	$ 143,484
Ohio	$ 1,223,795	$ 90,086	$ 24,210	$ 1,109,499
Oklahoma	$ 529,891	$ 48,413	$ 24,210	$ 457,268
Oregon	$ 655,404	$ 64,033	$ 24,210	$ 567,161
Pennsylvania	$ 1,140,889	$ 96,561	$ 24,210	$ 1,020,118
Philadelphia	$ 574,208	$ 35,000	$ 24,210	$ 514,998
Puerto Rico	$ 250,623	$ 61,072	$ 17,694	$ 171,857
Rhode Island	$ 256,074	$ 71,469	$ 17,694	$ 166,911
San Diego	$ 1,786,847	$ 76,990	$ 24,210	$ 1,685,647
San Francisco	$ 614,160	$ 55,388	$ 24,210	$ 534,562

South Carolina	**$ 737,411**	**$ 90,299**	**$ 24,210**	**$ 622,902**
South Dakota	**$ 207,266**	**$ 36,796**	**$ 17,694**	**$ 152,776**
Tennessee	**$ 988,851**	**$ 107,228**	**$ 24,210**	**$ 857,413**
Texas	**$ 7,334,217**	**$ 550,058**	**$ 41,071**	**$ 6,743,088**
Utah	**$ 322,601**	**$ 35,000**	**$ 17,694**	**$ 269,907**
Vermont	**$ 184,573**	**$ 35,000**	**$ 17,694**	**$ 131,879**
Virgin Islands	**$ 144,226**	**$0**	**$ 17,694**	**$ 126,532**
Virginia	**$ 1,596,592**	**$ 120,060**	**$ 24,210**	**$ 1,452,322**
Washington	**$ 1,926,965**	**$ 107,873**	**$ 24,210**	**$ 1,794,882**
West Virginia	**$ 193,586**	**$ 35,000**	**$ 17,694**	**$ 140,892**
Wisconsin	**$ 632,381**	**$ 147,979**	**$ 24,210**	**$ 460,192**
Wyoming	**$ 182,111**	**$ 35,000**	**$ 17,694**	**$ 129,417**

Performance Measure Reporting:

- Each APR should include a description of the TB program and laboratory activities/strategies implemented and progress made in achieving outcomes during the prior calendar year (January 1 - December 31); and an update of activities/strategies and outcomes achieved during the first 6 months (January 1 - June 30) of the current year. Data and associated information should be stratified by budget year (i.e., do not report as a single 18-month period).

- 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.

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.