

Copy PIA (Privacy Impact Assessment)

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Please select the user, who would be submitting the copied PIA.

Instructions


Review the following steps to complete this questionnaire:

- 1) Answer questions.** Select the appropriate answer to each question. Question specific help text may be available via the  icon. If your answer dictates an explanation, a required text box will become available for you to add further information.
- 2) Add Comments.** You may add question specific comments or attach supporting evidence for your answers by clicking on the  icon next to each question. Once you have saved the comment, the icon will change to the  icon to show that a comment has been added.
- 3) Change the Status.** You may keep the questionnaire in the "In Process" status until you are ready to submit it for review. When you have completed the assessment, change the Submission Status to "Submitted". This will route the assessment to the proper reviewer. Please note that all values list questions must be answered before submitting the questionnaire.
- 4) Save/Exit the Questionnaire.** You may use any of the four buttons at the top and bottom of the screen to save or exit the questionnaire. The button allows you to complete the questionnaire. The button allows you to save your work and close the questionnaire. The button allows you to save your work and remain in the questionnaire. The button closes the questionnaire without saving your work.

Acronyms

ATO - Authorization to Operate
CAC - Common Access Card
FISMA - Federal Information Security Management Act
ISA - Information Sharing Agreement
HHS - Department of Health and Human Services
MOU - Memorandum of Understanding
NARA - National Archives and Record Administration
OMB - Office of Management and Budget
PIA - Privacy Impact Assessment
PII - Personally Identifiable Information
POC - Point of Contact
PTA - Privacy Threshold Assessment
SORN - System of Records Notice
SSN - Social Security Number
URL - Uniform Resource Locator

General Information

PIA Name:	CDC - AMP - QTR2 - 2025 - CDC8713777	PIA ID:	3199570
Name of Component:	CDC - NCCDPHP Award Management Platform	Name of ATO Boundary:	NCCDPHP Award Management Platform
Overall Status:		PIA Queue:	
Submitter:		# Days Open:	131
Submission Status:	Re-Submitted	Submit Date:	9/4/2025
Next Assessment Date:	N/A	Expiration Date:	9/16/2028
Office:		OPDIV:	CDC
Security Categorization:	Low	OpDiv PIA ID:	CDC8713777
Legacy PIA ID:		Make PIA available to Public?:	Yes
1:	Identify the Enterprise Performance Lifecycle Phase of the system.		Operations and Maintenance
2:	Is this a FISMA-Reportable system?		Yes
3:	Does the system have or is it covered by a Security Authorization to Operate (ATO)?		Yes
4:	ATO Date or Planned ATO Date.		7/15/2025
5:	Is the system or electronic information collection, agency or contractor operated?		Contractor

PTA

PTA		
PTA - 2:	Indicate the following reason(s) for this PTA. Choose from the following options.	PIA Validation (PIA Refresh)
PTA - 2A:	Describe in further detail any changes to the system that have occurred since the last PIA.	No changes were made to the types of data collected in the system. However, National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) Award Management Platform (AMP) has added the following communities to the platform which collect the same data across additional programs: Division of Adolescent and School Health (DASH), Alzheimer's, Oral Health, Prevention Research Centers, Maternal and Infant Health
PTA - 3:	Is the data contained in the system owned by the agency or contractor?	Agency

PTA - 4:

Please give a brief overview and purpose of the system by describing what the functions of the system are and how the system carries out those functions.

CDC's National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) Award Management Platform (AMP) is a post-award Grants and Cooperative Agreements management system for the National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP). It provides a centralized location for integrated program management, stakeholder collaboration, technical assistance, knowledge management, reporting, performance and budget monitoring

The NCCDPHP Award Management Platform (AMP) aids in post award Grants management for multiple divisions across CDC's National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP). AMP is built upon Salesforce's Community Clouds and will serve NCCDPHP and their Grant Recipients across the United States. AMP will: Enable knowledge management, collaboration, and sharing within and across program areas; Ease technical assistance (TA) submission, tracking, and quality; Improve data collection and analysis related to performance and budget monitoring; Create a commonly used but customizable platform to improve overall post-award management at NCCDPHP.

PTA - 5:

List and/or describe all the types of information that are collected (into), maintained, and/or shared in the system regardless of whether that information is PII and how long that information is stored.

AMP stores the following information: CDC staff and recipient staff contact information (individual name, email, and phone numbers; users can upload their own photo and add their mailing address to their user profile); Award Recipients (organization names and locations); Program strategies and activities; Performance measures; Other Notice of Funding Opportunity (NOFO) required deliverables, including evaluation plans and reports; Technical assistance material, including inquiries and responses; Project officer notes; Resources (knowledge base articles), including budget, administrative, and program implementation guidance.

Information is shared within AMP using role based access controls defined by each program.

The only PII in AMP is the business contact information of the system's users and is retained as long as the user needs access, or the federal records require user information for the record audit trail. Business contact information is that information which is necessary to identify and contact a person at or through their place or employment or organizational affiliation, including name, email, phone number, and mailing address. The person may choose to upload their own profile photo to be recognized

by the members of their AMP program, but this is optional.

AMP aids in post award Grants and Cooperative Agreements management for multiple divisions across the National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP). AMP is used to connect and collaborate internal CDC staff to their Award Recipients for matters related to Grants and Cooperative Agreements management such as technical assistance, document collaboration, polling, performance monitoring, discussion board posting, coordinated messaging, and document repositories.

All information will remain in the system permanently during the duration of the award.

The system stores and shares the following information of CDC staff and recipient staff: User Credentials (User ID and Password), First/ Last Name, Phone Number, E-mail, Role, Subject Matter Expert Domain, and Organization Affiliation. This is used to contact and communicate with recipient staff.

Direct contractors access the system to establish user accounts and communicate with recipient staff and CDC staff. These direct contractors use agency credentials and work on behalf of the agency.

Site usage metrics are also collected, such as: logins, page visits, resource downloads, etc. As part of their User Profile, users have the ability to upload a picture of themselves or use an avatar.

This information is secured using the CDC Security Access Management System (SAMS) portal for authentication processes and role-based application control. CDC's SAMS portal is a separate system with its own Privacy Impact Assessment (PIA).

External (General Public) users can access resource articles and training without authentication. To receive assistance from the AMP, external users must authenticate to the

system.

PTA - 5A: Are user credentials used to access the system?

PTA - 5B: Please identify the type of user credentials used to access the system.

HHS User Credentials

HHS/OpDiv PIV Card

Non-HHS User Credentials

Username

Password

PTA - 6: Describe why all types of information is collected (into), maintained, and/or shared with another system. This description should specify what information is collected about each category of individual.

CDC staff and Recipient Staff Individual Contact Information: Name, email, phone numbers, mailing address, and user profile photo are collected to facilitate communication and collaboration between CDC staff and recipient staff. This information is maintained to ensure users can be accurately identified and contacted for grant-related activities, technical assistance, and document collaboration. The optional mailing address and user profile photo help personalize user profiles and enhance communication.

Award Recipients Information: Organization names and locations are collected to identify and associate award recipient organizations with their respective awards. This information is maintained to ensure accurate tracking and management of grants and cooperative agreements. Information is not collected about individuals.

Program Strategies and Activities: Strategy activities are collected to monitor and evaluate the progress of award recipients in implementing their programs. This information is maintained to provide insights into program effectiveness and facilitate reporting. Information is not collected about individuals.

Performance Measures: Performance measurement data is collected to track and assess the outcomes and impacts of funded programs. This data is shared with relevant stakeholders to inform decision-making and improve program strategies. Information is not collected about individuals.

NOFO Required Deliverables: Evaluation plans and reports are collected to meet compliance requirements and provide structured feedback on program performance. These documents are maintained as part of the official record for audit and review purposes. Information is not collected about individuals.

Technical Assistance Material: Inquiries and responses. Guidance and support resources are collected to assist recipient staff with program-related challenges and questions. This information is maintained to ensure recipient

staff have access to necessary support throughout the funding period. Individual names of CDC staff and recipient staff are collected to track who is providing and receiving the Technical Assistance, respectively.

Project Officer Notes: Notes on award activities are collected by project officers to document interactions and meetings with recipient staff. These notes are maintained to track progress and resolve technical assistance issues. Project officers note the attendance of individual recipient staff.

Resources: Knowledge base articles, including budget, administrative, and program implementation guidance, are collected to provide recipient staff with access to relevant information and training materials. This information is shared to enhance recipient staff knowledge and program implementation. Information is not collected about individuals.

User Credentials: User ID and password are collected to authenticate users and secure access to the system. This information is maintained to ensure only authorized individuals can access sensitive data.

Role and Subject Matter Expert Domain: Role and expertise information is collected and maintained to facilitate effective collaboration and communication.

Organization Affiliation: Affiliation information is collected to link users to their respective organizations and ensure accurate representation in grant activities. This information is maintained to support role-based access control.

Site Usage Metrics: Profiles, logins, page visits, and resource downloads are collected from all users to analyze system usage and improve user experience. This information is maintained to optimize system functionality and resource allocation.

External (General Public) User Access: Resource articles and training materials are shared with external users to provide public access to valuable information without authentication. Authentication is required for further assistance to ensure secure and authorized access.

- PTA - 7:** Does the system collect, maintain, use or share PII?
- PTA - 7A:** Does this include Sensitive PII as defined by HHS?
- PTA - 8:** Does the system include a website or online application?

Yes
No
Yes

PTA - 8A:	Are any of the URLs listed accessible by the general public (to include publicly accessible log in and internet websites/online applications)?	
PTA - 9:	Describe the purpose of the website, who has access to it, and how users access the web site (via public URL, log in, etc.). Please address each element in your response.	The AMP website is a log in salesforce online platform designed for post-award grants management, reporting, technical assistance, and collaboration. Only authorized users, recipient staff and CDC staff and contractors, can log in.
PTA - 10:	Does the website have a posted privacy notice?	No
PTA - 11:	Does the website contain links to non-federal government websites external to HHS?	Yes
PTA - 11A:	Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?	Yes
PTA - 12:	Does the website use web measurement and customization technology?	Yes
PTA - 12A:	Select the type(s) of website measurement and customization technologies in use and if it is used to collect PII.	Session Cookies - Does Not Collect PII
PTA - 13:	Does the website have any information or pages directed at children under the age of thirteen?	No
PTA - 13A:	Does the website collect PII from children under the age thirteen?	
PTA - 13B:	Is there a unique privacy policy for the website and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	
PTA - 14:	Does the system have a mobile application?	No
PTA - 14A:	Is the mobile application HHS developed and managed or a third-party application?	
PTA - 15:	Describe the purpose of the mobile application, who has access to it, and how users access it. Please address each element in your response.	
PTA - 16:	Does the mobile application/ have a privacy notice?	
PTA - 17:	Does the mobile application contain links to non-federal government websites external to HHS?	
PTA - 17A:	Is a disclaimer notice provided to users that follow external links to resources not owned or operated by HHS?	
PTA - 18:	Does the mobile application use measurement and customization technology?	
PTA - 18A:	Describe the type(s) of measurement and customization technologies or techniques in use and what information is collected.	
PTA - 19:	Does the mobile application have any information or pages directed at children under the age of thirteen?	
PTA - 19A:	Does the mobile application collect PII from children under the age thirteen?	
PTA - 19B:	Is there a unique privacy policy for the mobile application and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	
PTA - 20:	Is there a third-party website or application (TPWA) associated with the system?	No
PTA - 21:	Does this system use artificial intelligence (AI) tools or technologies?	No

PIA

PIA - 1:	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	Name Email Address Phone numbers Photographic Identifiers Mailing Address User Credentials Other - Free text Field - (user ID and password)
PIA - 2:	Indicate the categories of individuals about whom PII is collected, maintained or shared.	Business Partners/Contacts (Federal, state, local agencies) Employees/ HHS Direct Contractors Grantees
PIA - 3:	Indicate the approximate number of individuals whose PII is maintained in the system.	Above 2000
PIA - 4:	For what primary purpose is the PII used?	<div style="border: 1px solid black; padding: 5px;"> PII is used for setting up system access and sending email notifications to award recipients when certain events occur in Award Management Platform (AMP.) </div>
PIA - 5:	Describe any secondary uses for which the PII will be used (e.g. testing, training or research).	N/A
PIA - 6:	Describe the function of the SSN, Truncated SSN, and/or Taxpayer ID.	N/A
PIA - 6A:	Cite the legal authority to use the SSN, Truncated SSN, and/or Taxpayer ID.	N/A
PIA - 7:	Identify legal authorities governing information use and disclosure specific to the system and program.	Public Health Service Act, (42 U.S.C. Chapter 6A
PIA - 8:	Are records in the system retrieved by one or more PII data elements?	Yes
PIA - 8A:	Please specify which PII data elements are used to retrieve records.	Name, Email address
PIA - 8B:	Provide the number, title, and URL of the Privacy Act System of Records Notice (SORN) that is being used to cover the system or indicate whether a new or revised SORN is in development.	09-20-0055, Administrative Files for Research/Demonstration and Training Grants, and Cooperative Agreements Applications
PIA - 9:	Identify the sources of PII in the system.	Directly from an individual about whom the information pertains Email Online Government Sources Within the OPDIV State/Local/Tribal
PIA - 10:	Is there an Office of Management and Budget (OMB) information collection approval number?	Yes

PIA - 10A:	Provide the information collection approval number.	0920-1132
PIA - 10B:	Identify the OMB information collection approval number expiration date.	3/31/2026
PIA - 10C:	Explain why an OMB information collection approval number is not required.	N/A
PIA - 11:	Is the PII shared with other organizations outside the system's Operating Division?	Yes
PIA - 11A:	Identify with whom the PII is shared or disclosed.	Private Sector State or Local Agency/Agencies
PIA - 11B:	Please provide the purpose(s) for the disclosures described in PIA - 11A.	Outside sharing is limited, such as reviewing one's own organization's users or viewing the name of a community member that posts to a discussion board.
PIA - 11C:	List any agreements in place that authorizes the information sharing or disclosure (e.g., Computer Matching Agreement (CMA), Memorandum of Understanding (MOU), or Information Sharing Agreement (ISA)).	The Notice of Award to award recipients outlines the information required by the Grantees. Sharing and disclosing of information is a requirement of the grant funding. All external users of AMP applied for and received grant funding from CDC. The Grantees of the funding are provided a Notice of Award that contains or references all terms and conditions of the funding.
PIA - 11D:	Describe process and procedures for logging/tracking/accounting for the sharing and/or disclosing of PII. If no process or procedures are in place, please explain why not.	Limited sharing occurs of individual names associated with the implementation of funded grant project activities
PIA - 12:	Is the submission of PII by individuals voluntary or mandatory?	Voluntary
PIA - 12A:	If PII submission is mandatory, provide the specific legal requirement that requires individuals to provide information or face potential civil or criminal penalties.	N/A
PIA - 13:	Describe the method for notifying individuals that their information will be collected and how they can opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason.	There is not an option to opt-out. A user's contact information is required as a condition of the grant, as outlined in the Notice of Award. The user who refrains from providing PII will not be able to complete reporting requirements for the grant.
PIA - 14:	Describe the process to notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of original collection). Alternatively, describe why they cannot be notified or have their consent obtained.	Users will receive an email notification if major changes occur to the system or the use of their PII.
PIA - 15:	Describe the process in place to resolve an individual's concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate. If no process exists, explain why not.	Individuals may contact the system maintainers via email at ampwebsitesupport@cdc.gov if they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate.

<p>PIA - 16:</p>	<p>Describe the process in place for periodic reviews of PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy. Please address each element in your response. If no processes are in place, explain why not.</p>	<p>Integrity: User lists are circulated with the assigned project officers (PO) and programs to ensure that users are properly assigned to the correct awards.</p> <p>Availability: Programs are expected to facilitate the updates of user lists in order to ensure that new users are available to be matched to their respective awards.</p> <p>Accuracy: Project officers may review user lists and request updates to correct inaccurate information, such as a contact's email address.</p> <p>Relevancy: Only users who need access to AMP will have accounts created, and only the minimum business contact information is required, to ensure that all collection remains relevant to the purpose of AMP</p> <p>Business contact information is that information which is necessary to identify and contact a person at or through their place or employment or organizational affiliation, including name, email, phone number, and mailing address. The person may choose to upload their own profile photo to be recognized by the members of their AMP program, but this is optional.</p>
<p>PIA - 17:</p>	<p>Identify who will have access to the PII in the system.</p>	<p>Users</p> <p>Administrators</p> <p>Contractors</p>
<p>PIA - 17A:</p>	<p>Select the type of contractor.</p>	<p>HHS/OpDiv Direct Contractors</p>
<p>PIA - 17B:</p>	<p>Do contracts include Federal Acquisition Regulation (FAR) and other appropriate clauses ensuring adherence to privacy provisions and practices?</p>	<p>Yes</p>
<p>PIA - 18:</p>	<p>Provide the reason why each of the groups identified in PIA - 17 needs access to PII.</p>	<p>Users: Users collaborate with other users.</p> <p>Administrators: Establish accounts and communicate with users.</p> <p>Contractors: Direct contractors (using agency credentials) access PII to establish accounts and communicate with users, may also function as administrators.</p>
<p>PIA - 19:</p>	<p>Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.</p>	<p>External users require project officer approval to become an AMP user. Internal users require AMP business owner or supervisor approval to become a user. All users are set up with role-based access based on needs verified by the PO or supervisor.</p>

PIA - 20:	Describe the technical methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job.	<p>Role based access ensures that users only see the data objects, fields, and rows of data that are necessary to complete their tasks. Role based access varies by internal and external roles, and the Notice of Funding Opportunities (NOFOs) and/or awards that the individual is associated with. Salesforce permission sets and public groups are used as technical controls for this role based access.</p> <p>Authentication: users authenticate using SAMS, Active Directory, or PIV.</p>
PIA - 21:	Identify the general security and privacy awareness training provided to system users (system owners, managers, operators, contractors and/or program managers) using the system to make them aware of their responsibilities for protecting the information being collected and maintained.	CDC employees and contractors complete all CDC security awareness trainings required, and software developers complete salesforce developer trainings to help ensure data security and privacy.
PIA - 22:	Describe the training system users receive (above and beyond general security and privacy awareness training).	Selected system users, such as administrators, receive training on setting up new role-based access, maintaining existing roles, assigning roles using an automated user provisioning process, and auditing user roles and access in the Salesforce Setup administrative application.
PIA - 23:	Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific National Archives and Records Administration (NARA) records retention schedule(s) and include the retention period(s).	CDC Records Control Schedule 2-53 – State Grant Project Case Files. Federal records will be transferred to the Federal Records Center 5 years after completion of the project and destroyed when 10 years old, unless needed for further reference.
PIA - 24:	Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response.	<p>Administrative: Users take required annual privacy/security training, are on-boarded through an approval process before gaining access to the system and are assigned least privilege roles.</p> <p>Technical: AMP has restricted access by user ID and password. Users authenticate using SAMS, Active Directory, or PIV. PII data is encrypted in transit and at rest. Role based access is ensured using Salesforce permission sets and public groups.</p> <p>Physical: AMP is hosted by Salesforce in a government cloud-based environment. CDC does not have control over the physical aspects of AMP. Salesforce's approach and compliance to the control can be found in the Salesforce Federal Risk and Authorization Management Program (FedRAMP)</p> <p>documentation</p>

Review & Comments

Privacy Analyst Review

OpDiv Privacy Analyst Review Status:	Approved	Privacy Analyst Review Date:	9/4/2025
Privacy Analyst Comments:		Privacy Analyst Days Open:	

SOP Review

SOP Review Status:	Approved	SOP Signature:	
SOP Comments:	Approved on behalf of Beverly Walker.	SOP Review Date:	9/5/2025
		SOP Days Open:	1

Agency Privacy Analyst Review

Agency Privacy Analyst Review Status:	Approved	Agency Privacy Analyst Review Date:	9/10/2025
Agency Privacy Analyst Review Comments:	Reviewer: Nestor Villafuerte 9/10/2025 Comment was addressed, this PIA is ready for SAOP review and approval.	Agency Privacy Analyst Days Open:	5

SAOP Review

SAOP Review Status:	Approved	SAOP Signature:	SAOP signature.docx
SAOP Comments:		SAOP Review Date:	9/17/2025
		SAOP Days Open:	7

Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
No Records Found				

Comments				
Question Name	Submitter	Date	Comment	Attachment
PIA - 16	Data Feed Service, piafrmcdc	5/20/2025	Please define what "business contact information" consist of, as this is defined in the previously approved PIA, (PIA-5).	
PIA - 1	Data Feed Service, piafrmcdc	5/20/2025	<p>According to the previously approved PIA, there are some type(s) of PII that the system will collect, maintain, or share that are not addressed in this response. Please include the missing PII or explain why those PII data elements are no longer needed.</p> <p>When did AMP stop collecting them and why? Was there a change request submitted? What happened to the data that was collect? Is it being saved or has it been discarded?</p>	
PIA - 20	Data Feed Service, piafrmcdc	5/20/2025	First use, please spell out the acronyms for "NOFO".	
PIA - 21	Data Feed Service, piafrmcdc	5/20/2025	Please validate whether CDC employees complete necessary training as well.	
PIA - 24	Data Feed Service, piafrmcdc	5/20/2025	According to the BSI, AD, SAMS, PIV are used to secured PII in the system using technical controls. (Table 1.3)	
PIA - 20	Data Feed Service, piafrmcdc	5/20/2025	According to the BSI, AD, SAMS, PIV are used to secured PII in the system using technical controls. (Table 1.3)	
PIA - 16	Data Feed Service, piafrmcdc	5/20/2025	Please remove bullets, stars and asterisks as this is better for 508 compliance.	
PIA - 1	VILLAFUERTE, NESTOR	9/9/2025	On the next iteration of the PTA, PTA8b should be "No" per the response on PTA-9.	
PIA - 1	BLAND, CRYSTAL	9/10/2025	9/10/2025 Per CDC's email and attachment they confirm that PTA-8A response was "No."	AMP_PIA_bl (19).rtf 9-10-2025 EMAIL_Re_CDC - AMP - QTR2 - 2025 - CDC8713777.pdf

Admin Section

Is OpDiv Privacy Analyst Approved ?:	1	Is OpDiv Privacy Analyst Return ? :	0
		Is SOP Return ?:	0
Is Agency Privacy Analyst Approve ?:	1	Is Agency Privacy Analyst Return ?:	0
Is SAOP Approved?:	1	Is SAOP Return ?:	0
Total Approved:	4	Total Return:	0
Total Approval Required:	4		

Miscellaneous Fields

Last Updated:	9/17/2025 8:01 PM	History Log:	View History Log
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