

Attachment E- Notification Email

To All PS19-1901 STD PCHD Applicants:

We are writing to invite you to use new work plan templates for your application to PS19-1901: Strengthening STD Prevention and Control for Health Departments (STD PCDH). These templates are MS Excel workbooks that mirror the cooperative agreement's strategies and provide guidance on what to address for two key parts of your application: the 5-year high level work plan and the more detailed work plan for Year 1. These templates would replace, not be an addition to, other work plan formats your program may currently use to relay work plan information to funding agencies.

Use of the templates is voluntary; however, doing so will assist DSTDP in determining the utility of the new templates for streamlining and standardizing work plans. We hope that the templates will allow DSTDP staff to conduct more efficient and effective reviews, and better monitor, analyze, synthesize, and report out applicant work plan information.

All information collected will be stored in a secure environment maintained by DSTDP's Program Development and Quality Improvement Branch (PDQIB). To foster communication and collaboration among recipients after award, some information from the applicant work plans may be summarized and shared with recipients.

The expected time to review and complete both of the templates is approximately five hours. Within the next twelve weeks (by X date), the completed templates should be emailed to your DSTDP project officer/ prevention specialist.

The templates are attached to this email and available for download at the STD PCHD website [[insert link when live](#)]. If you have questions about the templates, please email std_pcdh@cdc.gov.

Sincerely,

Jennifer

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