

Attachment F - Reminder Email

Dear PS19-1901 STD PCHD Applicant:

According to our records, your jurisdiction opted not to send the MS Excel-based application work plan templates as part of your application to PS19-1901: Strengthening STD Prevention and Control for Health Departments (STD PCDH). Though the application time period is over, we are writing to invite you to still complete the templates and to submit it to your DSTDP project officer/ prevention specialist within four weeks (by X date).

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 the templates is approximately five hours.

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

Sincerely,

Jennifer

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