**Attachment H: Email Communication Notifications Log**

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| **Needs/alerts**  | **Trigger** | **Status** | **User** | **Approx. Dates**  | **Email Notification Text**  |
| Allocation table approved | Allocation table approved. Team Lead sets system due date for Work Plans | N/A | BGC, PM, PO | April-March | **Subject Line:** PHHS Block Grant: Allocation for FFY [Fiscal Year] ApprovedThe PHHS Block Grant allocation table for federal fiscal year [Fiscal Year] is approved. You can now review your allocation amount and begin your budget for the FFY [Fiscal Year] Work Plan. The final PHHS Block Grant Work Plan are due on [due date]. This is an automated message sent by the Block Grant Information System. Please do not reply to this email.  |
| Work Plan is due soon  | 10 business days before due date if not submitted | Send to recipients with Work Plans in all statuses **except** approved | BGC, PM | March-July 1st | **Subject Line:** PHHS Block Grant: [Fiscal Year] Work Plans Due SoonThis is a reminder that the final PHHS Block Grant Work Plans are due on [due date]. The current status of your Work Plan is [Submission status]. For additional questions or concerns, please contact your project officer.This is an automated message sent by the Block Grant Information System. Please do not reply to this email.  |
| Work Plan needs approval  | Recipient submits Work Plan | Submitted | PO | March-July 1st | **Subject Line:** PHHS Block Grant: [Recipient name] has submitted their FFY[Fiscal Year] Work PlanThe [Fiscal Year] Work Plan for [Recipient name] has been submitted and needs approval. To review please click here. This is an automated message sent by the Block Grant Information System. Please do not reply to this email. |
| Work Plan needs revision  | Project officer submits recommendations | Returned for Revisions | BGC, PM | March-July 1st | **Subject Line:** PHHS Block Grant: [Fiscal Year] Work Plan Needs RevisionYour project officer has requested revisions for the [Fiscal Year] Work Plan. Click here to review and submit changes by [due date]. For additional questions or concerns, please contact your project officer.This is an automated message sent by the Block Grant Information System. Please do not reply to this email. |
| Work Plan needs approval after revision submission  | Recipient performs revisions and resubmits | Under CDC Review | PO | March-August | **Subject Line:** [Recipient name] has Submitted Revisions for the [Fiscal Year] Work Plan[Recipient name] has submitted revisions for the [Fiscal Year] Work Plan. To review changes please click here. This is an automated message sent by the Block Grant Information System. Please do not reply to this email. |
| Work Plan is approved | Project officer approves  | Approved | BGC, PM | March-August | **Subject Line:** Congratulations! Your [Fiscal Year] Work Plan is ApprovedYour [Fiscal Year] Work Plan has been approved. Please watch for your Notice of Award notification from GrantSolutions. If you have any questions or concerns, please contact your project officer.This is an automated message sent by the Block Grant Information System. Please do not reply to this email.  |
| Annual Progress Report submission period begins  | 15 days before system due date of Feb. 1st | Not started | BGC, PM | January  | **Subject Line:** PHHS Block Grant: Annual Progress Report Submission BeginsThe admission period for the [Fiscal Year] Annual Progress Report is now open! APR’s are due by February 1st [Current Calendar Year]. For additional questions or concerns, please contact your project officer.This is an automated message sent by the Block Grant Information System. Please do not reply to this email. |
| Annual Progress Report due date of Feb. 1st is approaching  | 15 business days before due date if not submitted  | Not started or in progress | BGC, PM, PO | January  | **Subject Line:** PHHS Block Grant: [Fiscal Year] Annual Progress Report Due SoonThis is a reminder that the PHHS Block Grant Annual Progress Reports are due on [due date]. The current status of your Annual Progress Report is [Submission status]. For additional questions or concerns, please contact your project officer.This is an automated message sent by the Block Grant Information System. Please do not reply to this email.  |
| Annual Progress Report submitted  | Recipient submits Annual Progress Report | Under CDC Review | PO | January-Feb 1st | **Subject Line:** The PHHS Block Grant: [Recipient name] has submitted the [Fiscal Year] Annual Progress Report [Recipient name] has submitted the [Fiscal Year] Annual Progress Report. Click here to review and submit revisions. This is an automated message sent by the Block Grant Information System. Please do not reply to this email.  |
| Annual Progress Report has recommendations for revisions | Project officer submits recommendations for Annual Progress Report  | Returned for Revisions  | BGC, PM | January-March | **Subject Line:** The PHHS Block Grant: [Fiscal Year] Annual Progress Report has RecommendationsYour project officer has submitted revisions for the [Fiscal Year] Annual Progress Report. Click here to review and submit changes by [due date]. For additional questions or concerns, please contact your project officer.This is an automated message sent by the Block Grant Information System. Please do not reply to this email.  |
| Annual Progress Report is submitted after recommendations are revised | Recipient submits Annual Progress Report | Under CDC Review | PO | January-March | **Subject Line:** The PHHS Block Grant: [Recipient] has submitted revisions for the [Fiscal Year] Annual Progress Report [Recipient name] has submitted revisions for the [Fiscal Year] Annual Work Plan. To review changes please click here. This is an automated message sent by the Block Grant Information System. Please do not reply to this email. |
| Final APR Report submission period begins | 30 days before system due date of Dec. 31st | Not started or in progress | BGC, PM, PO | November 30th | **Subject Line:** The PHHS Block Grant: [Fiscal Year] Final APR Report Submission BeginsThe Final APR Report submission for [Fiscal Year] is due by December 31st [Current Calendar Year]. This submission period is your last chance to make updates to your [Fiscal Year] APR. For additional questions or concerns, please contact your project officer.This is an automated message sent by the Block Grant Information System. Please do not reply to this email. |
| Final APR Report due date of Dec 31st is approaching | 10 days before system due date of Dec 31st | Not started or in progress | BGC, PM | December | **Subject Line:** PHHS Block Grant: [Fiscal Year] Final APR Report Due SoonThis is a reminder that the PHHS Block Grant Final APR Reports are due on December 31st [Calendar Year]. This submission period is your last chance to make updates to your [Fiscal Year] APR. For additional questions or concerns, please contact your project officer.This is an automated message sent by the Block Grant Information System. Please do not reply to this email.  |
| Final APR Report submitted by recipient | Recipient submits Close out report | Submitted | PO | December | **Subject Line:** The PHHS Block Grant: [Recipient name] has Submitted the [Fiscal Year] Final APR Report[Recipient name] has submitted the [Fiscal Year] Final APR Report. The due date for these revisions are [Calendar Year Date]. Thie submission period will be your last chance to edit the APR. Click here to review and submit revisions. This is an automated message sent by the Block Grant Information System. Please do not reply to this email.  |
| Final APR Report has recommendations for revisions | Project officer submits recommendations for Close Out Progress Report | Returned for Revisions | BGC, PM | December-February  | **Subject Line:** The PHHS Block Grant: [Fiscal Year] Final APR Report has RecommendationsYour project officer has submitted revisions for the [Fiscal Year] Final APR Report. This submission period is your last chance to make updates to your [Fiscal Year] APR. Click here to review and submit changes by [due date]. For additional questions or concerns, please contact your project officer.This is an automated message sent by the Block Grant Information System. Please do not reply to this email.  |
| Final APR Report needs approval after revision submission  | Recipient performs revisions | Under CDC Review | PO | February-March | **Subject Line:** The PHHS Block Grant: [Recipient name] has Submitted Revisions for the [Fiscal Year] Final APR Report[Recipient name] has submitted revisions for the [Fiscal Year] Final APR Report. To review changes please click here. This is an automated message sent by the Block Grant Information System. Please do not reply to this e-mail. |
| Final APR Report is approved | Project officer approves  | Approved | BGC, PM | February-March | **Subject Line:** The PHHS Block Grant: Congratulations! Your [Fiscal Year] Final APR Report is ApprovedYour [Fiscal Year] Final APR Report has been approved. This is an automated message sent by the Block Grant Information System. Please do not reply to this email. |