

## 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	<p><b>Subject Line:</b> PHHS Block Grant: Allocation for FFY [Fiscal Year] Approved</p> <p>The 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].</p> <p>This is an automated message sent by the Block Grant Information System. Please do not reply to this email.</p>
Work Plan is due soon	<u>10</u> business days before due date if not submitted	Send to recipients with Work Plans in all statuses <b>except</b> approved	BGC, PM	March-July 1st	<p><b>Subject Line:</b> PHHS Block Grant: [Fiscal Year] Work Plans Due Soon</p> <p>This 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</p>

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					<p>status]. For additional questions or concerns, please contact your project officer.</p> <p>This is an automated message sent by the Block Grant Information System. Please do not reply to this email.</p>
Work Plan needs approval	Recipient submits Work Plan	Submitted	PO	March-July 1st	<p><b>Subject Line:</b> PHHS Block Grant: [Recipient name] has submitted their FFY[Fiscal Year] Work Plan</p> <p>The [Fiscal Year] Work Plan for [Recipient name] has been submitted and needs approval. To review please click <a href="#">here</a>.</p> <p>This is an automated message sent by the Block Grant Information System. Please do not reply to this email.</p>
Work Plan needs revision	Project officer submits recommendations	Returned for Revisions	BGC, PM	March-July 1st	<p><b>Subject Line:</b> PHHS Block Grant: [Fiscal Year] Work Plan Needs Revision</p> <p>Your project officer has requested revisions for the [Fiscal Year] Work Plan.</p>

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					<p>Click <a href="#">here</a> to review and submit changes by [due date].</p> <p>For additional questions or concerns, please contact your project officer.</p> <p>This is an automated message sent by the Block Grant Information System. Please do not reply to this email.</p>
Work Plan needs approval after revision submission	Recipient performs revisions and resubmits	Under CDC Review	PO	March-August	<p><b>Subject Line:</b> [Recipient name] has Submitted Revisions for the [Fiscal Year] Work Plan</p> <p>[Recipient name] has submitted revisions for the [Fiscal Year] Work Plan. To review changes please click <a href="#">here</a>.</p> <p>This is an automated message sent by the Block Grant Information System. Please do not reply to this email.</p>
Work Plan is approved	Project officer approves	Approved	BGC, PM	March-August	<p><b>Subject Line:</b> Congratulations! Your [Fiscal Year] Work Plan is Approved</p>

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Annual Progress Report submission period begins	<u>15</u> days before system due date of Feb. 1st	Not started	BGC, PM	January	<p><b>Subject Line:</b> PHHS Block Grant: Annual Progress Report Submission Begins</p> <p>The admission period for the [Fiscal Year] Annual Progress Report is now open! APR's are due by February 1<sup>st</sup> [Current Calendar Year]. For additional questions or concerns, please contact your project officer.</p> <p>This is an automated message sent by the Block Grant Information System.</p>

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Annual Progress Report due date of Feb. 1st is approaching	<u>15</u> business days before due date if not submitted	Not started or in progress	BGC, PM, PO	January	<p><b>Subject Line:</b> PHHS Block Grant: [Fiscal Year] Annual Progress Report Due Soon</p> <p>This 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.</p> <p>This is an automated message sent by the Block Grant Information System. Please do not reply to this email.</p>
Annual Progress Report submitted	Recipient submits Annual Progress Report	Under CDC Review	PO	January-Feb 1st	<p><b>Subject Line:</b> The PHHS Block Grant: [Recipient name] has submitted the [Fiscal Year] Annual Progress Report</p> <p>[Recipient name] has submitted the [Fiscal Year] Annual Progress Report. Click <a href="#">here</a> to review and</p>

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Annual Progress Report has recommendations for revisions	Project officer submits recommendations for Annual Progress Report	Returned for Revisions	BGC, PM	January-March	<p><b>Subject Line:</b> The PHHS Block Grant: [Fiscal Year] Annual Progress Report has Recommendations</p> <p>Your project officer has submitted revisions for the [Fiscal Year] Annual Progress Report. Click here to review and submit changes by [due date].</p> <p>For additional questions or concerns, please contact your project officer.</p> <p>This is an automated message sent by the Block Grant Information System. Please do not reply to this email.</p>
Annual Progress Report is submitted after recommendations are revised	Recipient submits Annual Progress Report	Under CDC Review	PO	January-March	<p><b>Subject Line:</b> The PHHS Block Grant: [Recipient] has submitted revisions for the [Fiscal Year] Annual Progress Report</p>

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Final APR Report submission period begins	<u>30</u> days before system due date of Dec. 31st	Not started or in progress	BGC, PM, PO	November 30th	<p><b>Subject Line:</b> The PHHS Block Grant: [Fiscal Year] Final APR Report Submission Begins</p> <p>The Final APR Report submission for [Fiscal Year] is due by December 31<sup>st</sup> [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.</p> <p>This is an automated message sent by the Block Grant Information System. Please do not reply to this</p>

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Final APR Report due date of Dec 31 <sup>st</sup> is approaching	<u>10</u> days before system due date of Dec 31st	Not started or in progress	BGC, PM	December	<p><b>Subject Line:</b> PHHS Block Grant: [Fiscal Year] Final APR Report Due Soon</p> <p>This is a reminder that the PHHS Block Grant Final APR Reports are due on December 31<sup>st</sup> [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.</p> <p>This is an automated message sent by the Block Grant Information System. Please do not reply to this email.</p>
Final APR Report submitted by recipient	Recipient submits Close out report	Submitted	PO	December	<p><b>Subject Line:</b> The PHHS Block Grant: [Recipient name] has Submitted the [Fiscal Year] Final APR Report</p> <p>[Recipient name] has submitted the [Fiscal Year] Final APR Report. The due date for these revisions are [Calendar Year Date]. This</p>



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Final APR Report has recommendations for revisions	Project officer submits recommendations for Close Out Progress Report	Returned for Revisions	BGC, PM	December-February	<p><b>Subject Line:</b> The PHHS Block Grant: [Fiscal Year] Final APR Report has Recommendations</p> <p>Your 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].</p> <p>For additional questions or concerns, please contact your project officer.</p> <p>This is an automated message sent by the Block Grant Information System. Please do not reply to this</p>

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Final APR Report needs approval after revision submission	Recipient performs revisions	Under CDC Review	PO	February-March	<p><b>Subject Line:</b> The PHHS Block Grant: [Recipient name] has Submitted Revisions for the [Fiscal Year] Final APR Report</p> <p>[Recipient name] has submitted revisions for the [Fiscal Year] Final APR Report. To review changes please click <a href="#">here</a>.</p> <p>This is an automated message sent by the Block Grant Information System. Please do not reply to this e-mail.</p>
Final APR Report is approved	Project officer approves	Approved	BGC, PM	February-March	<p><b>Subject Line:</b> The PHHS Block Grant: Congratulations! Your [Fiscal Year] Final APR Report is Approved</p> <p>Your [Fiscal Year] Final APR Report has been approved.</p> <p>This is an automated message sent by the Block Grant Information System. Please do not reply to this email.</p>