

### **Att 3D\_Email Notifications**

The Prevention Development and Implementation Branch will send the health department and community-based organizations' Primary CTS Users the following email indicating the start and end dates of their respective assessment. This email will be sent approximately two weeks prior to the go live date of the assessment [December 20th, 2021]. Suggested text:

“To the staff of [PS21-2102, PS22-2203, (NOFO replacing PS18-1802)] funding recipient agencies. As discussed in the Division of HIV Prevention’s Program Development and Implementation Branch (PDIB) welcome calls, the HIV Prevention Capacity Development Branch (HPCDB) provides your agency access to training and technical assistance to conduct HIV prevention activities under [PS21-2102, PS22-2203, (NOFO replacing PS18-1802)]. To assist with planning, HPCDB has designed a needs assessment to be completed in the CBA Tracking System (CTS). We are attaching a copy of the needs assessment to this email to assist in preparing your responses. The health department/community-based organization training and technical assistance needs assessment will be available in CTS starting [go live date]. We ask that your agency’s CTS Primary User submit your training and technical assistance needs no later than [date two weeks after the go live date] 11:59 pm Pacific Time (PT). You will have the option to save your responses and return to the assessment before you submit your final training/TA needs. If you have questions or concerns about the assessment, contact Neal Carnes at [Ncarnes@cdc.gov](mailto:Ncarnes@cdc.gov) or by phone at 404-718-5379; you may also contact your PDIB Project Officer with questions or concerns.”

In addition, two reminder emails will be sent to the respective CTS Primary Users listed for each funded health department/community-based organization. The text of these reminder emails will read:

1. [on the go live date] “The Health Department/ Community-based Organization training and technical assistance needs assessment is ready for your agency’s submission in CTS. Please log in to CTS and submit responses by 11:59 pm Pacific Time, [insert survey close date]. Contact Neal Carnes at [Ncarnes@cdc.gov](mailto:Ncarnes@cdc.gov) or by phone at 404-718-5379 or your PDIB Project Officer if you have any questions.”

2. [one week prior to the close date] To be sent to the Health Department/Community-based Organization CTS Primary Users that have not “Submitted” their needs assessment responses. “The Health Department/Community-based Organization training and technical assistance needs assessment closes at 11:59 pm PT, [insert close date]. Your organization has one week to complete and submit the assessment in CTS to ensure the Division of HIV Prevention understands your agency’s training and technical assistance needs. Please contact Neal Carnes at [Ncarnes@cdc.gov](mailto:Ncarnes@cdc.gov) or by phone at 404-718-5379 or your PDIB Project Officer if you have any questions.”