

## Appendix B. Notification Email for Public Health Infrastructure Grant Recipient Targeted Evaluation Plans & Upcoming Webinars

Greetings PHIG Recipients,

We are sharing the guidance and template for the Public Health Infrastructure Grant (PHIG) Recipient Evaluation Plans, referred to as the Targeted Evaluation Projects (TEPs). The TEP Progress Report, and Completion Report are also included in the same workbook. Data should be uploaded in GrantSolutions by **August 1<sup>st</sup>, 2024** for the TEP Progress Report and **60 days after the completion of the TEP** for the TEP Completion Form.

Additionally, National Network of Public Health Institutes (NNPHI) and Health Resources in Action (HRiA), will hold a series of office hours designed to provide guidance and information on how to access support for and report progress on your evaluation plan. Recipients are encouraged to reach out via PHIVE for assistance at any stage of the process. Upcoming office hour information is below:

### Office Hour Sessions:

#### Thursday, June 13, 2024: Program Office Hour Session with Project Officers and OGS

- o [2:00 pm – 3:00 pm ET](#)
- o [6:00 pm – 7:00 pm ET](#)

*Note: **No registration is required** for Program Office Hour Sessions with Project Officers and OGS, click on the link above to join your preferred office hour.*

- **Thursday, June 20, 2024: Program Office Hour Session for Evaluation/Performance Measures**
  - o [6:00 pm – 7:00 pm ET](#)
- **Monday, June 24, 2024: Program Office Hour Session for Evaluation/Performance Measures**
  - o [3:00 pm – 4:00 pm ET](#)

*Note: **Registration is required** for both Program Office Hour Sessions for Evaluation/Performance Measures. Click on the link above to register for your preferred office hour.*

As always, feel free to reach out to us via PHIVE for any questions or concerns.

### **The [Public Health Infrastructure Grant](#)**

Public Health Infrastructure Capacity Building and Implementation Branch  
Division of Jurisdictional Support  
National Center for STLT Public Health Infrastructure and Workforce  
[Centers for Disease Control and Prevention](#)