

## Draft Notification Email to Component 1 Recipients re: Reporting of Performance Measure Data

Dear X,

We are writing to request the annual submission of performance measures for your award under **CDC-RFA-DP-24-0139 “Improving Adolescent Health and Well-Being Through School-Based Surveillance and the What Works in Schools Program”**. Your participation in this information collection is expected as part of the conditions for funding.

These performance measures will be used to assess recipients’ individual and collective progress towards the larger aims of the cooperative agreement, direct technical assistance to recipients, and obtain information needed to help assess the cooperative agreement’s public health impact. We are requesting performance measures from all **CDC-RFA-DP-24-0139** recipients.

The data collection tools include a Work Plan and a Work Plan Status Report. Reviewing the tool, generating the requested information, and **completing entry will take approximately 15 hours**. No personally identifiable or sensitive information is included as part of this information request.

Please:

- Send the names and emails of your staff participating in data entry
- Complete data entry by **April 1<sup>st</sup>**
- Confirm with your project coordinator once complete

If you have any questions, please do not hesitate to reach out to your project coordinator.

Many thanks,

XX

## Draft Notification Email to Component 3 Recipients re: Reporting of Performance Measure Data

Dear X,

We are writing to request the annual submission of performance measures for your award under **CDC-RFA-DP-24-0139 “Improving Adolescent Health and Well-Being Through School-Based Surveillance and the What Works in Schools Program”**. Your participation in this information collection is expected as part of the conditions for funding.

These performance measures will be used to assess recipients’ individual and collective progress towards the larger aims of the cooperative agreement, direct technical assistance to recipients, and obtain information needed to help assess the cooperative agreement’s public health impact. We are requesting performance measures from all **CDC-RFA-DP-24-0139** recipients.

The data collection tools include a Work Plan and a Work Plan Status Report. Reviewing the tool, generating the requested information, and **completing entry will take approximately 9 hours**. No personally identifiable or sensitive information is included as part of this information request.

Please:

- Send the names and emails of your staff participating in data entry
- Complete data entry by **April 1<sup>st</sup>**
- Confirm with your project coordinator once complete

If you have any questions, please do not hesitate to reach out to your project coordinator.

Many thanks,

XX