

## Attachment 5 - Notification Email

Dear X,

We are writing to request your project area's annual submission of performance measures for "OMB Control Number 0920-1282: Performance Measurement for STD Prevention". Your participation in this information collection is expected as part of the conditions for funding for STD PCHD.

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 STD PCHD recipients.

The Data collection Tool includes one Excel workbook, which includes multiple tabs. Reviewing the Tool, generating the requested information, and completing the workbook will take approximately 30 hours. No personally identifiable or sensitive information is included as part of this information request. All data will be stored securely at our offices. DSTDP will create comparative reports based on these data and share those with you and other recipients.

Please:

- Register for an optional, informational webinar on [X date] through [this link]
- Submit to [X staff person by email] by [X deadline]
- Upload your submission as an Excel file to GrantSolutions as a "Grant Note"
- Send a courtesy copy to your project officer

If you have any questions, please do not hesitate to ask your STD PCHD project officer or send through the [std\\_pchd@cdc.gov](mailto:std_pchd@cdc.gov) email address.

Many thanks,  
XX