

Appendix C: Notification Email for Public Health Infrastructure Grant Recipient Evaluation Plans & Upcoming Webinars

Greetings PHIG Recipients,

We are sharing the guidance and template for the Public Health Infrastructure Grant (PHIG) Recipient Evaluation Plans, hereafter referred to as the Targeted Evaluation Projects (TEPs). The document provides PHIG recipients guidance on the TEPs that will be due on **November 15, 2023**.

The full TEP template is due on **November 15, 2023**, and should be uploaded into GrantSolutions.

Additionally, we're sharing information on a series of webinars that are designed to provide you with important information on the template and how to develop an evaluation plan. National Network of Public Health Institutes (NNPHI) Evaluation Technical Assistance (TA) provider, Health Resources in Action (HRIA), will be holding a series of webinars designed to provide guidance on how to develop an evaluation plan. Recipients have the option to reach out via PHIVE for a review of their draft evaluation plan before submission and during the implementation of their evaluation plan. Information about how to participate in the webinar series is below:

Event 1: Public Health Infrastructure Grant (PHIG) Targeted Evaluation Projects (TEPs): Orientation to Template and Guidance

Date and Time: Thursday, September 7 at 3:00 EDT/2:00 CDT

Description: Please join the PHIG evaluation team from the Centers for Disease Control and Prevention (CDC) for an overview of the guidance and template for the PHIG Targeted Evaluation Projects (TEPs) (formerly known as the Recipient Evaluation Plans.) This webinar will be beneficial to program evaluators and will introduce administrative processes and documentation for the TEPs. This webinar will be recorded and shared with all PHIG Recipients. Please forward registration information to appropriate staff.

Register here:

https://us02web.zoom.us/webinar/register/WN__BLkat4kRRKh_8NM48oInw

Event 2: Evaluation Planning, Part 1

Date and Time: Wednesday, September 20 from 3:30 – 5:00 PM EDT

Description: This webinar, part one in a series of two, will begin by reviewing the fundamentals of evaluation planning and then dive more deeply into the development of an overall aim and objectives that will guide the evaluation, and the development of the specific evaluation questions to be answered by the evaluation. The webinar will be hosted by staff at Health Resources in Action, a PHIG evaluation TA provider and the Regional Innovation Hub for HHS Region 1. The content will be framed for audiences with a basic understanding of program evaluation and will focus on the information needed to support the development of your Targeted Evaluation Plan (TEP) for PHIG. Time will be available for Q&A.

Register here:

https://hria.zoom.us/meeting/register/tZMsdOitrDguEtUUa_Qyp5ztBEPd_RyeCbgC#/registration

Event 3: Evaluation Planning, Part 2

Date and Time: [Tuesday, September 26 from 3:30 – 5:00 PM EDT](#)

Description: This webinar will build upon the prior session and dive into the identification of the various outputs, outcomes, and indicators that will help answer the evaluation questions, and the data sources or data collection methods that will provide these data points. The session will also cover how to put all the pieces together into a final comprehensive evaluation plan. The webinar will be hosted by staff at Health Resources in Action, a PHIG evaluation TA provider and the Regional Innovation Hub for HHS Region 1. The content will be framed for audiences with a basic understanding of program evaluation and will focus on the information needed to support the development of your Targeted Evaluation Plan (TEP) for PHIG. Time will be available for Q&A.

Register here: <https://hria.zoom.us/meeting/register/tZlkcU2pqTMpEtLv5s-nO41uAlSrQnJ36Y0U#/registration>

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](#)