

*NORC Letterhead*

[DATE]

Dear [FIRST NAME] [LAST NAME]:

Subject: Telephone Interviews with Former CAP/HCAP Community Coalitions

The Office of the Assistant Secretary for Planning and Evaluation (ASPE) at the U.S. Department of Health and Human Services (HHS) is conducting an assessment to explore the sustainability of community coalitions once federal funding has ended. ASPE is collaborating with the National Opinion Research Center (NORC), a not-for-profit research organization at the University of Chicago, to conduct this study.

Recently, you completed a survey questionnaire about your community coalition's experiences and outcomes since the Community Access Program (CAP)/Healthy Communities Access Program (HCAP) concluded. We appreciate your participation in the survey and are interested in learning more about your community coalition's experiences with sustainability. We are requesting your participation in a short telephone interview.

Topics that we would like to discuss during the interview include your coalition's mission, goals, and activities and how they have changed over time; the outcomes of your coalition; contextual factors that may have affected sustainability; sustainability best practices; and plans for the future. Please feel free to invite other relevant coalition staff to participate in the interview. Telephone interviews will occur during a time of your choosing between [Month, Year] and Month, Year].

The telephone interview will be informal and you will receive a copy of the topics we hope to discuss with you in advance. Your coalition's participation in this interview is voluntary. The information that we gather during the telephone interviews will be used in a final report for ASPE that explores the factors that affect sustainability in community coalitions post-federal funding.

We will be contacting within one week to schedule the interview. You may also feel free to contact [Project Staff] in advance at [email, phone number] to schedule an interview. If you have any questions, please feel free to contact me via email [Project Director email] or phone [phone number] with any questions. We appreciate your participation in this very important study, and look forward to talking with you.

Sincerely,

Caitlin Oppenheimer, MPH  
Project Director