

## **ATTACHMENT – L: Reminders (Email only)**

### **FIRST EMAIL REMINDER**

Send message on day 5 [Date TBD pending OMB approval]

**From:** Mac McCraw

**To:** (Non responders only) Program Managers/Directors [Branches/Divisions to provide contact information]

**Subject:** REMINDER: Check out CDC's survey on technical assistance to grantees today!

Dear [Insert Program Manager/Director Name],

This is a brief reminder that CDC is seeking feedback regarding whether the current technical assistance provided by the agency is meeting your needs and expectations. The information you provide will help CDC improve technical assistance and customer service to CDC-funded grantees. Your participation in this survey is greatly appreciated.

**Take me to the survey [Link text to survey]**

This online survey is estimated to take 25–45 minutes to complete, and your answers are strictly confidential. The survey closes on [actual date TBD pending OMB approval]. If you have any questions, please feel free to contact me directly.

Thank you for your time and we look forward to hearing from you.

Mac McCraw

Technical Assistance and Service Improvement Initiative Lead

Office for State, Tribal, Local and Territorial Support

Centers for Disease Control and Prevention

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## **ATTACHMENT – L: Reminders – *continued***

### **SECOND EMAIL REMINDER**

Dissemination on day 10 [Date TBD pending OMB approval]

**From:** Mac McCraw

**To:** (Non responders only) Program Managers/Directors [Branches/Divisions to provide contact information]

**Subject:** REMINDER: Only 5 more days to complete CDC's survey on technical assistance to grantees!

Dear [Insert Program Manager/Director Name],

This is a brief second reminder regarding CDC's grantee survey regarding technical assistance needs and expectations. There's only a few more days left to complete the survey and we depend on your feedback to provide effective support to your public health efforts. It should only take 25–45 minutes to complete.

**Take me to the survey [Link text to survey]**

Thank you for your time and input.

Mac McCraw

Technical Assistance and Service Improvement Initiative Lead

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