

## NOTIFICATION/INVITATION EMAIL

Dear \_\_\_\_\_:

We are pleased to inform you that \_\_\_\_\_ has been identified as a promising program/policy in the area of Food Policy Councils. As you may be aware, ICF Macro is working with the Centers for Disease Control and Prevention (CDC) Division of Nutrition, Physical Activity, and Obesity Prevention on a new project called *Pre Evaluation Assessments of Nutrition, Physical Activity, and Obesity Programs and Policies*. As part of that project, we have been working to identify some programs or policies that show promise in preventing obesity. Several initiatives from around the country were nominated and considered by a panel of experts in nutrition, physical activity and obesity. Your initiative was one of 12 selected for a site visit.

We would like very much to visit with you and learn about your initiative firsthand. We hope to add your experience to the body of knowledge on how to prevent obesity. The promising programs and policies we identify can serve as exemplars to others, helping to accelerate our collective national progress against the obesity epidemic.

Participating in this project is voluntary. We cannot offer you or your initiative any funding at this time or in the future. We do expect, however, to provide your initiative with insights from our visit that you may find helpful in strengthening your work. As part of the site visit we will provide feedback on your initiative strategies and some on-site technical assistance to enhance your capacity for your own evaluation efforts.

We believe we can learn a great deal from your program/policy and hope you will be so gracious as to open your doors to us. More details about the site visits and the project are in the attached documents. If you are interested in participating in this opportunity please fill out the attached Site Visit Availability Calendar and send it back to Starr West at [swest@icfi.com](mailto:swest@icfi.com) or faxing it to her attention at 404.321.3688. If you have any questions, please do not hesitate to contact me.

Sincerely,

Nicola Dawkins, PhD, MPH  
Technical Director

Attachments:

Site visit steps and requested actions and materials  
Site Visit Availability Calendar

Suggested Interviewees Form

## NOTIFICATION/INVITATION LETTER

Date

Program or Policy Name

Organization

Street Address

City, State, ZIP

Dear [prefix] \_\_\_\_\_:

We are pleased to inform you that [your program or policy] has been identified as a promising program or policy in the area of [Active Transportation Initiatives or Food Policy Councils]. As you may be aware, ICF Macro is working with the Centers for Disease Control and Prevention (CDC) Division of Nutrition, Physical Activity, and Obesity Prevention (DNPAO) on a new project called *Pre-Evaluation Assessments of Nutrition, Physical Activity, and Obesity Programs and Policies*. As part of that project, we have been working to identify some programs or policies that show promise in preventing obesity. Several initiatives from around the country were nominated and considered by a panel of experts in nutrition, physical activity, and obesity. Your initiative was one of ten selected for a site visit.

We would like very much to visit with you and learn about your initiative firsthand. We hope to add your experience to the body of knowledge on how to prevent obesity. The promising programs and policies we identify can serve as exemplars to others, helping to accelerate our collective national progress against the obesity epidemic.

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We believe we can learn a great deal from your program or policy and hope you will be so gracious as to open your doors to us. More details about the site visits and the project are in the enclosed documents. If you have any questions, please do not hesitate to contact Kari Cruz at 404-321-3211 or by e-mail at [kCruz@icfi.com](mailto:kCruz@icfi.com). We will be calling you in a few days to confirm that you are interested in participating and answer any questions you might have for us. Thanks so much. We look forward to talking with you.

Sincerely,

Nicola Dawkins, PhD, MPH

Technical Director

**Enclosures:**

Site visit steps and requested actions and materials

Site Visit Availability Calendar

Suggested Interviewees Form