

**ATTACHMENT B4e: ONSITE OFFICIAL INTERVIEW PRETEST OUTREACH
EMAIL**

BURDEN DISCLOSURE STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-XXXX. The time required to complete this information collection is estimated to average 5 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

FDPIR Outreach Email for Pretest of FDPIR Managers and Other Program Managers

Dear Ms. XXX,

Thank you for agreeing to help us out in pretesting an interview guide for our study on the Food Distribution Study on Indian Reservations on **XXX, November XX, at 10:00AM CST**.

This study is being funded by the Food and Nutrition Service (FNS) in the U.S. Department of Agriculture. FNS has subcontracted with the Urban Institute and several partner organizations to conduct the study.

The study includes a survey of households participating in FDPIR in tribal areas with FDPIR programs as well as on-site interviews in a subset of these tribes. Our interview on *[scheduled day]* will help us determine if we're asking the right questions, if the questions are clear, if they can be answered, and so forth. Attached is a description of the study.

Although these will be in-person interviews when we conduct the site visits next year, for the pretest, we will be conducting the interviews over the telephone. We have developed a guide that can be tailored to the different respondents we expect to interview on the site visits, including, Tribal Leadership, FDPIR program staff, and other service providers working in the tribal area, such as nutrition-related staff.

For your interview, questions will be about perceptions of social and economic conditions in the area, food program participant households and food choice, the FDPIR population and changing levels of FDPIR participation, access to food sources, switching between food programs, nutrition education activities, coordination between FDPIR and other programs, tribal government administration, and successes and challenges. All to the extent of your knowledge of these things, of course.

Your participation in the pretest is certainly voluntary, but very much appreciated, because it will allow us to refine our methods and instruments for the evaluation and contribute to a strong evaluation design. Each interview will last about 45 to 60 minutes, including about 10-15 minutes to discuss reactions to the guide and suggestions for improving it.

We are looking forward to our conversation next week. Let me know if you have any questions.

Thanks,

XXX

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