

<< Letterhead will be designed to include CTG Logo, Project Name, and RTI's Return Address>>

Letter Sent to Households Attempted by Telephone and then Sent a Paper Questionnaire

{Season Year}

Household members at:

«add1» «add2»

«city», «state» «zip»

Dear <<County/Municipality>> Resident,

The Centers for Disease Control and Prevention (CDC) and their non-profit data collection agent, RTI International, are conducting an evaluation of the Community Transformation Grants program. The evaluation will collect information about beliefs and behaviors related to health of people in <<county name>>.

We would like to offer you the chance to complete the survey in a manner most convenient to you, either by mail or phone. Once an adult is selected, the survey will take about 30 minutes on average to complete. We will send a **\$20 gift card or check** after the selected adult completes the survey, as a token of our appreciation.

Participation by the selected adult is easy and may be completed in one of two ways:

- Call 855-500-1437 and mention ID number << **CASEID-A**>> .

- OR -

- Fill out and return the enclosed, survey booklet, and incentive form.

Your household's participation in the survey will be kept private and is **very important** for the success of the study. If you have any questions or would like additional information, please call us at 855-500-1437. We look forward to hearing from your household. *(Tenemos personal que habla en español.)*

Sincerely,

Amy Roussel, Ph.D.
Project Director, RTI International