

## Introductory/Invitation E-Mail

Dear [program manager, evaluation lead, and communication lead],

We are writing to ask for your participation in a group discussion that RTI International will conduct on behalf of the Centers for Disease Control and Prevention (CDC). This discussion is a component of the Division of Community Health (DCH) Training, Translation, and Technical Assistance (TA) Evaluation. You are being invited to participate in a group discussion because your REACH program was identified as a “high user” of technical assistance provided by evaluation liaisons, communication liaisons, and/or TACTIC providers. You can provide valuable information to help CDC provide useful technical assistance services for REACH programs going forward.

The purpose of this group discussion is to gather information about the aspects of TA REACH awardees have found most useful, any challenges awardees have experience obtaining TA, and recommendations for improving the TA offered to awardees.

This group discussion will be conducted by phone and will last approximately 60 minutes. Please use the poll link below to indicate your availability for the discussion. After clicking the link, enter your name and check the days/times when you are available for the 60-minute call. After we have heard back from all of you, we will confirm the final date and time. If no time works for all participants, we may ask you for additional availability.

[poll link]

Participation in this group discussion is completely voluntary. If you have any questions about this request, you may contact the CDC Contracting Officer’s Representative for RTI’s evaluation contract, Tim LaPier, at [tnl4@cdc.gov](mailto:tnl4@cdc.gov) or (770) 488-5772, or the RTI Project Director, LaShawn Glasgow, at [lglasgow@rti.org](mailto:lglasgow@rti.org) or (770) 407-4913. If you need assistance completing the availability poll, or have scheduling concerns, please contact Ashley Andrews at the phone number or e-mail address listed below.

Your feedback is very important. Thank you, in advance, for taking time to participate in this group discussion.

Sincerely,

Ashley Andrews,  
RTI Data Collection Coordinator  
[contact information]