

Attachment C – Advanced Notification Email

[Date]

Dear PHEP Awardee (insert name):

The purpose of this letter is to invite you to participate in an assessment regarding the *Public Health Preparedness Capabilities: National Standards for State and Local Planning*. Sponsored by the Office of Science and Public Health Practice (OSPHP) and the Division of State and Local Readiness (DSLRL) at CDC, this assessment is part of a larger effort to gauge the effectiveness and usefulness of the capabilities for PHEP awardees and other stakeholders.

Developed in 2011 with awardee engagement, the capabilities reflected the current state of practice at the time. With your feedback, we hope to update the current content, to include potentially adding new domains or functional areas if warranted. Our goal is to develop a refined set of capabilities that will help awardees better assess, plan, and implement their preparedness programs.

The assessment, developed in close collaboration with and conducted on CDC's behalf by our contractor, Avar Consulting, Inc., will begin on **[insert date]**. You will receive a URL link and log-in information on [insert date], and we ask that you please complete the assessment by [insert date]. The assessment will be web-based and will take approximately 60 minutes to complete

Participation in this assessment is voluntary. The information that you provide will be combined with the responses of other participants in a summary report that will not identify you or your jurisdiction by name. We plan to share the findings with awardees as part of the project reporting process. Key findings may also be summarized in a published manuscript. No individual jurisdictions will be identified; results will only be discussed in aggregate.

We strongly encourage you to take this opportunity to provide feedback on the capabilities. Your participation in this assessment will provide vital information on their usefulness and validity, along with driving future improvement. CDC and Avar thank you in advance for your participation. We look forward to working with you on this project.

Sincerely,

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