

### Appendix D.3: Recruitment Letter for Local Health Department Representatives

[TO BE PLACED ON RAND LETTERHEAD]

Month Day, 2015

[NAME

ADDRESS

CITY, STATE ]

Dear [Local Health Department Representative]:

I am writing to you to ask for your participation as a key informant in a project that I am leading at the RAND Corporation. This project is funded by the Centers for Disease Control and Prevention and is titled **“Examining how Local Health Departments can Leverage Age-Friendly Cities Initiatives to Build Resilience in Elderly Populations.”**

Our project will be conducting approximately 15 phone interviews with local health department representatives from across the country. The goal of our interview is to learn about your department and the services it provides that are geared to older adults, and those that are specific to emergency preparedness and resilience.

The eligibility criteria for participation as a key informant is that your local health department be located in a city or county that also has either an Age Friendly initiative (as designated by the AARP/World Health Organization), or one or more senior villages (as designated by the Village-to-Village network) within that city or county. Our collaborators with the Village-to-Village network, AARP, and National Association of City and County Health Officials have indicated that you may be a good candidate for a phone interview.

The one-time only phone interview is expected to take approximately 30 minutes. We anticipate starting the interviews in [Month/Date to be inserted once OMB approval given]. If you are able to participate, please email or call me to schedule an interview date. We can only interview one representative from a single public health department. If you would like to designate someone else to participate on your behalf please indicate that when emailing or calling. If you agree to participate we can send you the questions in advance, if you wish to prepare before the call. Any responses provided will be kept secure and none of the responses you provide will be linked with your name or the name of your department.

Thank you for your consideration to participate in this important study.

Sincerely,

Dr. Joie Acosta