

Introductory/Invitation E-Mail

Dear _____,

Please find attached the Year 3 Grantee and Intervention Site Excel data collection spreadsheets for the National DPP (funding opportunity announcement DP12-1212PPHF12). These data collection spreadsheets are part of an assessment of all six National DPP grantees in year 3 of the program. The intervention site spreadsheet is designed to be filled out at the site level but submitted by the grantee. The purpose of this assessment is to help identify best practices for scaling and sustaining the National DPP and to provide feedback to grantees regarding implementation of the National DPP in the form of technical assistance.

You have been asked to complete this spreadsheet because of your ongoing role in National DPP activities and your insights into your organization's diabetes prevention program. We plan to use the data from this spreadsheet to inform technical assistance on program implementation and sustainability. We will also be providing your organization with annual reports reflecting data submitted and lessons learned.

The topics covered in the data collection spreadsheet include:

- Organizational policies
- Staff numbers
- Target population
- Recruitment methods
- Marketing materials
- Program resources
- Implementation challenges

Completion of the grantee spreadsheet plus coordination of site responses may require up to 12 hours for the grantee, while the intervention site spreadsheet is expected to take no more than 60 minutes for each site. Please submit the spreadsheets for the grantee and intervention sites by December 29th, 2015. Please submit them to me (xmh8@cdc.gov) and cc: your CDC project officer on your submission; either Kristina Ernst (kce0@cdc.gov) or Susan Van Aacken (zqi7@cdc.gov). Should you have any questions please feel free to contact me.

Sincerely,

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