

## **Capacity Building Assistance Program: Assessment and Quality Control**

### **Attachment 10**

#### **Technical Assistance (TA) Intro Email**

Public reporting burden of this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; Attn: OMB-PRA (0920-New)

Dear ~~Studentname~~:

The Capacity Building Branch (CBB) of the Division of HIV/AIDS Prevention (DHAP) at the Centers for Disease Control and Prevention (CDC) would like to thank you for participating in technical assistance for:

Request #: ~~requestnumber~~

Component: ~~component~~

Content Area: ~~contentarea~~

Provider: ~~provider~~

Date(s): ~~dmdates~~

Customer feedback is critical to the success of our Capacity Building Assistance (CBA) Program. As such, we are conducting a brief assessment to get your input on your experience with CBA services and suggestions on how to improve the program. Your comments are extremely important to us and will be used to ensure that future CBA activities meet the needs of our customers.

All of your responses will be kept secure. Further, the results of your individual assessment will not be shared; we will only share aggregate results. Therefore, CBA providers will not know how you, personally, rated their services. . Your participation in the assessment is completely voluntary, and failure to participate will not jeopardize your employment or CDC funding of your organization.

Please click on the link below to access the assessment tool, which should take approximately 15 minutes to complete.

~~URL~~

Thank you in advance for your time and assistance! If you have any questions or concerns about this assessment, please feel free to send an e-mail to [CBAEvaluations@cdc.gov](mailto:CBAEvaluations@cdc.gov).

Sincerely,  
The Capacity Building Branch