

## Attachment D: Template recruitment email for focus groups on experiences receiving TA

Subject: Focus Group Request for Federal Research Project on [TA EFFORT]

Dear [NAME],

I am writing to you to seek your participation in a 90-minute small group discussion for a study on how federal agencies and other large entities can use various policy levers, including the provision of technical assistance (TA), to promote cross-sector collaboration. The study is funded by the Department of Health and Human Services (HHS) Office of the Assistant Secretary for Planning and Evaluation (ASPE).

You've been selected for this study because your organization received TA while participating in [TA EFFORT]. We would like to speak to you about your organization's experiences receiving TA, including whether and how your organization's TA needs were assessed, how your organization identified relevant TA offerings, the types of TA received, and outcomes and lessons learned.

### Study background

- The study is called the Models of Coordination and Technical Assistance to Achieve Outcomes in Communities project.
- The purpose of this study is to explore opportunities for federal agencies to support better cross-sector collaboration at the local level that ultimately helps increase economic mobility and well-being for children and families and reduce inefficiencies in social services programs. By cross-sector, we mean supports that improve the ability of organizations to cooperate with each other. We are particularly interested in better understanding how TA can be leveraged to improve the ability of organizations to cooperate with each other.
- Amanda Benton ([Amanda.Benton@hhs.gov](mailto:Amanda.Benton@hhs.gov)) and Gretchen Lehman ([Gretchen.Lehman@hhs.gov](mailto:Gretchen.Lehman@hhs.gov)) are the ASPE contacts for this project.
- Mathematica is conducting the study in partnership with ASPE.
- You can find more information about the study here:  
<https://www.mathematica.org/our-publications-and-findings/projects/models-of-coordination-and-technical-assistance-to-achieve-outcomes-in-communities>

### Next steps

We would like to schedule a meeting to discuss your experiences. We are conducting these conversations in small groups of 2 to 5 people, and you will be grouped with other people according to availability. Here are some potential blocks of time for your consideration:

[Time 1]

[Time 2]

[Time 3]

If none of the suggested dates and times work for you, please feel free to suggest others. Also, please let me know if you have any questions. I look forward to hearing from you.

Best,  
[SIGNATURE]