**Attachment H: Telephone Invitation Email**

**Subject Line:** Phone discussion on CDC NOFO feedback

**Body:**

Dear [Name],

My name is Corinne Fukayama and I am a public health analyst with the Program Performance and Evaluation Office (PPEO) within the Office of the Associate Director for Policy and Strategy at CDC. Our database shows you completed our assessment—thank you! We greatly appreciate your feedback on CDC NOFOs.

In addition to the web-based assessment, we are also speaking with health department staff to explore application topics in-depth, specific to the NOFO you applied to ([NOFO number and title]). We are reaching out to you because you were listed as the “program point of contact” on the application that was submitted to CDC. **If you were not substantially involved with developing your agency’s application please forward this email to the appropriate person in your organization.**

Would you be interested in sharing with me your experiences developing an application for [NOFO number]? This phone-based discussion will take no longer than 60 minutes and participation is voluntary. A summary report of findings will be prepared using aggregate data only.

If this is something you would be interested in, please respond by [date] and let me know what times during the day and week are generally most convenient for you. Your feedback will help CDC identify aspects of the NOFO that work well and those that need further refinement. The findings from this assessment will be used to recommend improvements to the structure and guidance for future NOFOs.

I look forward to hearing from you. If you have any questions or concerns, please do not hesitate to contact me at mwx9@cdc.gov or (404) 718-5715.

Best regards,

Corinne Fukayama

Program Performance and Evaluation Office

Office of the Associate Director for Policy and Strategy

Centers for Disease Control and Prevention

(404) 718-5715 // mwx9@cdc.gov