

**Appendix G:  
COVID Email from Project Directors Inviting Interviewees**

Subject: Invitation to CWCC Evaluation Interview

Dear [Insert prospective interviewee name]

[Organization Name is/We are] working with the Administration for Children and Families' (ACF) Children's Bureau and the Office of Planning, Research and Evaluation to participate in the [Child Welfare Community Collaborations \(CWCC\)](#) Cross-Site Evaluation. Abt Associates and Child Trends are working together in the evaluation. The CWCC cross-site evaluation team wants to conduct telephone interviews to measure the progress and learn from the experiences of ACF's CWCC grantees and their partners. They want to talk with members of our project team, such as yourself, about your experience in our partnership and the successes and challenges in the implementation of our work. They are planning to conduct telephone interviews between [XXXX to XXXX (dates)]. We know that the COVID-19 pandemic has upended so much of everyone's personal and professional lives and all of our communities, but we hope that you will be able to make time to meet with the study team.

The people who we are asking to participate in these interviews were selected based on familiarity with the work of [grant name]. Abt Associates and Child Trends would like to interview you! The interview will take approximately [insert time: 90 minutes if leader, 60 minutes if staff]. The Abt Associates or Child Trends team members will work with you to select a time that is convenient for you. The interviews are voluntary. There is no penalty for not participating. Nevertheless, your thoughts and opinions are very valuable. They will help shape our future work together.

Please respond to this email to let me know whether I may allow the Abt/Child Trends team to contact you.

Thank you