

Attachment C2. Grantee Interview Recruitment Letter

[Date]

[Name of Grant Project Director]
[Address]

Re: Participation in the Maternal Health Portfolio Evaluation

Dear [Name]:

[ORGANIZATION NAME] has been contracted by the U.S. Department of Health and Human Services, Health Resources and Services Administration to evaluate the Maternal Health Portfolio, which includes five grant programs: 1) State Maternal Health Innovation Support and Implementation Program (Supporting MHI); 2) State Maternal Health Innovation Program (State MHI); 3) Alliance for Innovation on Maternal Health (AIM); 4) Alliance for Innovation on Maternal Health Community Care Initiative (AIM-CCI); and 5) Rural Maternity and Obstetrics Management Strategies Program (RMOMS).

As part of this evaluation study, [ORGANIZATION NAME] would like to conduct interviews with grantee staff, such as yourself. These interviews will allow us to learn about the overall strategic approach of your program as well as challenges and facilitators to implementing the program. We are also interested in special considerations and modifications for scaling and spreading program components.

Discussions will be informal and you will receive a copy of the topics we hope to discuss with you and your team in advance. The information that we gather during these interviews will be very important to our interim and final evaluation reports for HRSA. This discussion will last approximately 60 minutes.

We look forward to talking with you, and appreciate your assistance in this very important evaluation. [EVALUATION TEAM MEMBER NAME] from [ORGANIZATION] will be contacting you within the next few days to schedule a telephone interview. If you would like to email us a time for your interview, please contact [EVALUATION TEAM MEMBER NAME] at [PHONE NUMBER] or [EMAIL ADDRESS]. If you have questions about this study, please contact me at [PROJECT DIRECTOR EMAIL] or [PROJECT DIRECTOR PHONE NUMBER].

Thank you for your participation in this very important study.

Sincerely,

[PROJECT DIRECTOR NAME]

Project Director