

Subject: Please Complete TPP Tier [1/2] Pre-Interview Informational Form

Dear [Grantee Project Director],

As you may know, the U.S. Department of Health and Human Services, Office of Population Affairs (OPA) contracted with Abt Associates to conduct an implementation study of the TPP program to learn about and share promising strategies for successful implementation of the Tier 1 and Tier 2 grant programs. As part of this work, each TPP grantee is being invited to participate in a phone conversation or site visit with us this fall/winter to help us to better understand and describe the full range of grantee strategies and experiences in implementing the TPP projects.

Prior to that conversation, **please complete a TPP [Tier 1/Tier 2] Pre-Interview Informational Form** to capture concrete information about your grant project's implementation (e.g., interventions implemented and key implementation partners). This form will help ensure that we have accurate background information while saving time during the interviews for a more nuanced discussion of your experiences with the TPP project and any lessons learned that may be helpful to others.

**Instructions for completing the [Tier 1/Tier 2] Form:**

- Please complete the Form **by [date TBD]**.
- You can find the form at **[Link]**
- Use this unique PIN to identify your grant: **[PIN]**
- Multiple people at your organization may use this PIN, if desired.
- You may complete the form in multiple sessions, if needed. If you close it or time out, you may re-enter the form later with your project's PIN.

Abt Associates will use the information you provide in the web form and interviews to create brief profiles of each grantee's projects and a cross-grantee synthesis of the range of grantee approaches. If you have any questions about the implementation study or this form, please contact Implementation Study Task Leader, Lesley Freiman at (617)520-2334 or Lesley\_Freiman@abtassoc.com.

We are looking forward to learning more about your TPP project and your community!

Sincerely,

[sender name]

[e-mail signature]