

ATTACHMENT F

GRANTEE PHONE INTERVIEW INVITATION EMAIL

Subject: Request to participate in a Title X grantee interview

Dear [Grantee Project Director]:

Thank you for completing the Title X Grantee Survey, which is part of the Title X Implementation Study.

We are inviting Title X project directors and project lead to participate in a telephone interview. We would like to gather more in-depth details from your responses on the grantee survey and learn more about you're the specific context of you grant and story. Your insights will help the Office of Population Affairs (OPA) to be able to tell the story of Title X grantees by gaining a deeper understanding of what is happening on the ground - and how grantees, sub-recipients and service delivery sites- are shaping activities to meet the needs of their clients. It will also help OPA share learnings and develop written materials to help grantees learn from one another and to highlight best practices.

We would like to complete the interview with you within the next two weeks. Our conversation will take about 90 minutes. Are you available during any of the following dates and times? If not, can you please suggest some times that are convenient for you?

- [DATE AND TIME #1]
- [DATE AND TIME #2]
- [DATE AND TIME #3]

We understand that your agency/organization may have several officials overseeing Title X programs and implementation decisions. If you would like to designate another person to complete this interview on your behalf, could you please provide us with their name and contact information? We will follow up with them directly.

Please feel free to reply to me with your availability or to ask any questions you have.

Thank you in advance for your cooperation,

[INTERVIEWER NAME, TITLE, AND CONTACT INFORMATION]

OMB Control #: XXXX-XXXX; Expiration Date XX-XX-XX