

**ATTACHMENT I**

**SUBJECT MATTER EXPERT INTERVIEW INVITATION EMAIL**

Subject: Request to participate in an interview regarding the Title X Study

Dear [Subject Matter Expert]:

We are inviting subject matter experts to participate in a telephone interview to contribute to the Title X Implementation Study that is current underway. We would like to gather your perceptions on the big picture, including the strengths, weaknesses, and evolutions of the Title X program. 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, subrecipients and service sites– are shaping activities to meet the needs of their clients. It will also help OPA share learnings and to highlight best practices.

We would like to complete the interview with you within the next two weeks. Our conversation will take about 60 minutes. Are you available during any of the following dates and times? If not, can you please suggest sometimes 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\*\*