

**Attachment 3a.
Key Informant Interview Introductory Email**

Dear _____

We would like your assistance in helping the Division of Cancer Prevention and Control evaluate the experiences of the National Comprehensive Cancer Control Program (NCCCP), also known as DP22-2202. CDC will use this feedback to better understand program and partner relationships, programmatic efforts during each reporting period, and sustainability efforts.

As part of the overarching NCCCCP evaluation, CDC has invited a subset of DP22-2202 recipients to participate in a set of case studies. Case study participants were selected through a systematic process based on our primary case selection criteria which were: (1) US Census Region/Division - in an effort to capture a variety of cases from around the country we will select cases from each US Census Region/Division with a specific effort on rural states, (2) Governance Health Structure - as a reflection of the overall structure of the public health system in a jurisdiction, we considered the model of state and local public health governance/relationships and the centralization of those relationships, including centralized organizational control; decentralized organizational control; or hybrid of centralized or decentralized models, and (3) Cancer Mortality – recipients with the highest rate of cancer mortality.

Congratulations, we would like to formally invite your program to participate as one of the case studies.

To gain insight into programmatic efforts from different perspectives this case study design includes key informant interviews with each selected recipient's (1) Program Director and Program Coordinator, and (2) one Coalition Partner. In program year 1, we will select 3 of the 18 cases to pilot test interview questions and further refine our case study protocol. In program years 2 – 5, all representatives of the 18 identified cases will be interviewed with 3 interviews each totaling 54 interviews.

You will soon be contacted by someone from CDC who will discuss with you your participation in the case study and ask for the contact information of the coalition partner and program coordinator who will be have agreed to be interviewed. Efforts will be made to minimize the burden on you and your staff to assist us with this evaluation.

If you have questions about the CDC-sponsored evaluation project or your participation in the case studies, please do not hesitate to contact Dr. Angela Moore at cyq6@cdc.gov or 770-488-3094. Thank you in advance for your interest and assistance.