

Community Stakeholder Interview Request Email Template

Email Subject Line: Interview Request

Attach the interview questions to the email

Dear (insert name _____),

The U.S. Department of Health and Human Services (HHS) and Administration for Children and Families (ACF) is conducting stakeholder interviews and arranging focus group sessions to learn more about program-related services, including processes and needs of ACF-funded programs or grantees, those served by ACF programs, or others experienced with or interested in ACF programs.

This is part of an exploratory effort to bridge available health and human services programs and resources across environmental justice and climate change initiatives. It is the goal of ACF to better understand localized environmental justice and climate change issues, recognize existing programs and resources that address these concerns, and develop cross-sector connections to facilitate the transfer of valuable knowledge and ideas.

ACF invites you to participate in a one-hour individual interview to allow us to hear from you on the issues, needs, and successes in your community around the bridges between and the human services, environmental justice, and climate change. In this interview, we will ask you a set of questions to help us best understand the impacts of environmental justice and climate change in your community.

Please respond by _____ with your availability by completing this doodle poll [insert link here]. If you would rather not participate, please respond accordingly as soon as possible. If you know of others whose input you believe would be valuable, please also let us know their contact information so that we may reach out to them as well.

Attached to this email is the set of interview questions for your review.

Thank you for your time!

(Insert name and email signature)

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 15 minutes per respondent. This time allowance includes time for reviewing the request and responding.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.