

Appendix K.5. Recruitment Follow-Up Email for Concept Map Meeting

Dear [STAKEHOLDER'S NAME],

FOR YOUR CONVENIENCE, THIS MESSAGE IS AVAILABLE IN ENGLISH BELOW

We initially contacted you on [DATE] and invited you to participate in *The Puerto Rico Health and Well-being Study*. The U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS), contracted with Westat, U.S.-based research company, to conduct this study.

What is this study about? This study will produce policy options to address food security in Puerto Rico. You and approximately 40 other interested parties will be participating in a collaborative problem-solving approach called group concept mapping. You will share your ideas about the social, economic, environmental, and policy-related factors that influence food security in Puerto Rico.

Why have you been selected? You are being asked to participate because of your food systems experience in one of the following areas: human services (e.g., food banks, community action agencies); public agencies (e.g., human services, education, healthcare); advocacy organizations (e.g., neighborhood associations, civic groups, faith communities); private businesses (e.g., agribusiness, food retailers); and academia (e.g., nutritionists, economists, political scientists). You and approximately 40 other interested parties will be participating in a collaborative problem-solving approach called group concept mapping.

What is the time commitment? We are asking you to participate in the following activities:

- Attend a virtual orientation and introduction meeting (90 minutes)
- Contribute your ideas using an online platform designed for collaborative problem solving (30 – 60 minutes)
- Review and provide feedback on the collected ideas of all participants (60 - 90 minutes)
- Attend a virtual meeting where you will review summary results of the collaborative problem-solving process (90 minutes)

How will you be compensated for your time? We are offering an honorarium of \$50 per meeting per online meeting (\$100 total) in recognition of your experience and time.

Please let us know if you are interested in participating by [date]. If you have suggestions for other individuals or organizations that could inform our understanding, please provide their name and an email address or phone number.

If you have questions about the study, please feel free to contact me, Iliana Feliz, at ifeliz@insightpolicyresearch.com.

Thank you for your consideration. We look forward to hearing from you!

Iliana Feliz
Westat

Public Burden Statement

This information is being collected to assist the Food and Nutrition Service (FNS) in understanding food security status and economic well-being among Puerto Rico residents. This is a voluntary collection. FNS will use the information as a baseline for future assessments of food security and the Nutrition Assistance Program, particularly in the context of natural disasters. This collection does not request personally identifiable information under the Privacy Act of 1974. According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0674. The time required to complete this information collection is estimated to average 9 minutes per response, including the time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Service, Office of Policy Support, 1320 Braddock Place, Alexandria, VA 22314. ATTN: PRA (0584-0674). Do not return the completed form to this address.