

**Capacity Building Assistance Program: Data Management, Monitoring, and Evaluation**

**Attachment 14**

**Training and Technical Assistance Follow-up Survey Non-responder Reminder Email**

Dear [ProgramManagerName],

Recently, the Translation and Evaluation Branch of the Division of HIV Prevention at the Centers for Disease Control and Prevention (CDC) sent you an email inviting you to complete a brief survey of its Capacity Building Assistance (CBA) Program. Our records indicate that one or more staff from your organization have received training, technical assistance or a combination of both within the last six months.

Your input on this survey serves as critical input to tailor our CBA services in order to help end the HIV epidemic. Because this information is so critical, someone will follow up with you via telephone if you do not complete the online survey (link to survey below). If you want to decline participation, please notify the interviewer when they contact you.

Participation in this survey is voluntary and will take about 18 minutes. Please click on the link below to access the survey. If you cannot click the link, please copy and paste it in your browser.

[URL]

Thank you in advance for your time and assistance! If you have any questions about this survey, please feel free to contact us at CBAEvaluations@cdc.gov or (404) 639-2639.

Sincerely,

Centers for Disease Control and Prevention  
Division of HIV Prevention  
Translation and Evaluation Branch