

ACF Community Meeting Focus Group Invitation
Email Template

Subject: Response Requested: Invitation to ACF Environmental Justice Community Meeting Focus Group

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 join one of five community meetings that are bringing together passionate individuals like yourself to discuss these issues. The meeting in your community will be held at [date] [time] [location]. You are invited to participate in a small focus group to share your insight and experiences around possible improved resource coordination in climate resilience, adaptation, and environmental justice.

An agenda for the meeting is attached to this invitation, as well as the discussion guide that will be used in the focus group sessions. Please register by replying to this email or registering yourself at [URL here] by [date] if you are interested and able to attend. If you would not like to participate, please respond via email as soon as possible. If you feel that you know another individual whose input would be valuable, please also let us know their contact information.

Thank you for your time!

(Insert your 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.