

Appendix A: Subrecipient Interview Recruitment/Advance E-mails

Recruitment E-mail

Subject: TVAP/Aspire Evaluation Interview Invitation for [First initial, Last Name]

Dear [NAME],

I hope you're having a good day. As [PRIME RECIPIENT REGIONAL COORDINATOR] shared, RTI International is conducting an evaluation of the Trafficking Victim Assistance Program (TVAP) and Aspire: Child Trafficking Victim Assistance Demonstration Program (Aspire). This [evaluation](#) is overseen by the Administration for Children and Families' Office of Planning, Research, and Evaluation in partnership with the Office on Trafficking in Persons.

As part of this evaluation, we are conducting interviews with representatives of subrecipient service providers who are involved with the TVAP and Aspire programs to learn about program implementation in region [X]. Interview questions will ask about how you receive referrals and provide comprehensive case management to clients, and the support you receive from TVAP and Aspire program leadership. This information will help improve the TVAP and Aspire programs.

We invite you or someone from your organization to participate in the interview to share perspectives and experiences about implementation of the TVAP and Aspire programs. Please forward this invite to another person in your organization if you feel they are a better fit for the interview. The participant will receive a \$60 gift card as a token of appreciation.

The interview will be held via phone or video conferencing for **90 minutes**. Please select a time that works best for you using the following link. If none of these days/times work for you, we'd be happy to accommodate your schedule in other ways.

- **Schedule using this link:** [LINK]

Additional information about the interview:

- No preparation is necessary for the interview.
- Your participation is voluntary.
- The information we collect from you is private to the extent permitted by law.
- Your name and other identifiable information will not be connected to what you share during the interview.

- With your permission, we will audio record the interview.

If you have any questions at this time, please don't hesitate to contact the evaluation team [STAFF] at [E-MAIL] or [PHONE] or the overall project director ([STAFF] at [E-MAIL]). Thank you in advance!

Advance Email

Subject: TVAP/Aspire Evaluation Interview Confirmation for [First initial, Last Name]

Dear [NAME],

Thank you for scheduling an interview with the RTI International TVAP/Aspire evaluation team. **Your 90-minute interview is scheduled for: [insert date and time]**

We look forward to connecting with you. Below are some reminders about the interview and your participation:

- The purpose of this interview is to understand the experience of all subrecipient partners in the region, including how they receive and make client referrals to the programs, provide comprehensive case management to clients, and receive support from TVAP and Aspire program leadership. There are no right or wrong answers—we are interested in hearing your perspectives and experiences, including any challenges and recommendations you have.
- No preparation is necessary for the interview.
- Your participation is voluntary.
- The information we collect from you is private to the extent permitted by law.
- Your name and other identifiable information will not be connected to what you share during the interview. Products developed through this evaluation will include information presented in the aggregate, meaning your responses will be combined with other responses and will not be linked to you. We may use quotes from this interview, but we'll remove identifying information and describe you using general terms like "subrecipient."
- With your permission, we will audio record the interview.
- You will receive \$60 as a token of appreciation. When we finish the interview, I'll email you a link to get your gift card.

If you have any questions at this time, please don't hesitate to contact the evaluation team [STAFF] at [E-MAIL] or [PHONE] or the overall project director ([STAFF] at [E-MAIL]). We appreciate your time!

Best,

[RTI POINT OF CONTACT]