

Attachment 4i

Evaluating the Impact of Training and Technical Assistance (TTA) Programs on NCCCP Efforts - Focus Group Invitation Email

Attachment 4i. Focus Group Invitation Email

TO: TTA Recipient

Cc: Gary Chovnick, Amee Bhalakia

FROM: ICF

CC: Member(s) of CDC Team

SUBJECT: Invitation for NCCCCP Training and Technical Assistance Program Evaluation Focus Group

Dear [TTA Provider],

I am writing on behalf of the Centers for Disease Control and Prevention (CDC) and ICF to invite you to participate in a focus group discussion as part of a larger evaluation of CDC's Training and Technical Assistance Program for NCCCCP recipients. The American Cancer Society and George Washington University Cancer Center provide training and technical assistance (TTA) on behalf of CDC to support and build the capacity of organizations and coalitions that receive funds through cooperative agreement DP22-2202, *Cancer Prevention and Control Programs for State, Territorial, and Tribal Organizations*.

ICF is conducting these focus groups with individuals from these organizations and their partner organizations who participated in one or more TTA activity in [insert program year(s)]. The focus groups aim to learn about your engagement in TTA, how the TTA has impacted you and your organization's capacities to implement cooperative agreement activities and achieve its outcomes, and areas in which you need additional support and training.

We are excited to have you participate in a 90-minute Focus Group via Microsoft Teams or a similar video conferencing platform.

Please note that this request is part of CDC's efforts to assess its training and technical assistance (TTA) program and offerings. Your participation will not affect your organization's current or future funding. This evaluation is independent of any other government assessment (e.g., Department of Governmental Efficiency).

Participation in the focus group is voluntary. If you are interested and available to participate in a focus group between [date] and [date], please click on the link below to provide your availability. If you are unable or do not wish to participate in this focus group, please respond to let us know that as well. **Please reply by [date].**

[Add MS forms Link]

Once we identify which date works best, we will send you an email confirmation and Teams meeting invitation to hold this time on your calendar.

If you have any questions, you may contact the ICF Focus Group Lead, Gary Chovnick, at gary.chovnick@icf.com or by phone at (206) 801-2814. You may also contact the ICF Project Manager, Ameer Bhalakia, at (404) 592-2182 or ameer.bhalakia@icf.com.

Sincerely,

Charlie Arsenault, ICF Study Coordinator