

ATTACHMENT B

EMAIL TEMPLATE TO GRANTEEES REQUESTING DESIGN AND IMPLEMENTATION

ANALYSIS INTERVIEW

Template Email to Grantees Requesting Design and Implementation Analysis Interview

Subject: National PAF Evaluation

Dear [STATE/TRIBAL CONTACT]:

We are writing on behalf of the Office of Adolescent Health (OAH) within the U.S. Department of Health and Human Services. As you may be aware, Mathematica is conducting a Feasibility and Design Study (FADS), which will examine the Pregnancy Assistance Fund (PAF) program for OAH. A key component of the FADS is the documentation of PAF program design and implementation across all PAF grantees.

Toward that end, we are conducting interviews with officials who oversee each PAF program. The interviews will help us to clarify our understanding of PAF program components and to learn more about what PAF programming decisions have been made, the reasons why some key decisions were made, and grantee intentions for delivering the programs in each site.

The interview will last about two hours, and we would like to complete it with you within the next two weeks. Could you please recommend up to five days and times (EST) between [DATE] and [DATE] that you would be available for the interview?

We understand that [STATE/TRIBE] may have several officials overseeing PAF program design and implementation decisions. If you would like to designate another official to complete this interview on your behalf, could you please provide us with their name and contact information? We will then ask them to complete this interview.

Please do not hesitate to contact me if you have any questions.

Thank you in advance for your cooperation.

[NAME 1, TITLE (interviewer)]
[contact information for NAME 1]

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