

DRAFT PRE-SURVEY LETTER TO GRANTEES/POTENTIAL SURVEY RESPONDENTS

Dear [Grantee Program Director],

As you may be aware, the Veterans Employment and Training Service (VETS) is conducting an ongoing effectiveness study of the Homeless Veterans Reintegration Program (HVRP). The study is designed to examine how well the program is accomplishing its mission and meeting its goals and to provide data to inform future programmatic decisions.

A key component of the study is a survey of HVRP grantees. The survey will include questions to obtain your perspective as a grantee on changes that have recently been introduced by VETS (like Common Measures), document your interactions with DVOP and LVER representatives and the impacts of these and other DOL resources on grantee performance, and better understand some of the characteristics of your program and its participants. The survey, in fact, has been divided into four instruments to reduce the overall reporting burden on individual grantee staff.

In the next few weeks, you will be contacted by ICF International, the contractor that is conducting the study and administering the survey. ICF will provide you with Internet links to the four survey instruments for your program director, case manager, financial director and employment services director. You will be able to complete these surveys on-line using the links provided. Data will be submitted directly to ICF and will be aggregated for analysis.

Participation in this study and completion of the survey(s) are entirely voluntary, but because your input is valuable to VETS and will help us shape and improve the HVRP in the future, I hope that you will take the time to respond.

If you have any questions, please feel free to contact me, Kenneth Fenner, Competitive Grants Lead, or your RAVET. Thank you for your continued contributions to the HVRP.

Best Regards,

Pamela Langley
Chief, Employment and Training Programs
Veterans Employment and Training Service