

Sample introductory letter from CDFI Fund to Respondents for Case-Style Interviews:

CDFI FUND LETTERHEAD

DATE

Dear XXX:

The Community Development Financial Institutions (CDFI) Fund of the U.S. Department of the Treasury is committed to assessing how well the New Markets Tax Credit (NMTC) program is working. To learn more, we have contracted with the Urban Institute, a non-profit policy research organization based in Washington, DC, to conduct an independent evaluation. This will help the Fund better understand: the types of projects financed; the types of tax credit allocatees and investors participating; and the variations in financial packages and terms, geographic locations, and project outcomes.

As part of this assessment, the Urban Institute will: conduct a web-based survey of a sample of Qualified Active Low Income Businesses (QALICBs); conduct a web-based survey of local community/economic development officials in communities that have NMTC projects; and, for a smaller sample of NMTC projects, conduct telephone interviews with three to four stakeholders. Stakeholders will include Community Development Entities (CDEs), QALICBs, investors, and local community/economic development officials or other persons who are knowledgeable about NMTC projects.

You are being contacted to participate in a telephone interview and will be asked specifically about [*name of applicable project*], which has been selected for this part of the evaluation. This project was selected at random from among all NMTC projects. It is the CDFI Fund's intention to use the information collected only in aggregate form and only for research purposes, unless we are required by law to release more detailed information. All requests for information from the public (through the Freedom of Information Act [FOIA] or otherwise) will be examined by the CDFI Fund on a case-by-case basis to ensure that, where possible, personally identified information is protected from release.

While your participation in this study is voluntary, I encourage you to participate; through your participation, you will help the CDFI Fund learn more about this important program.

I personally am very excited about the Urban Institute's selection as the contractor for the evaluation. It has a longstanding and excellent reputation. Staff leading the evaluation—Nancy Pindus and Martin Abravanel—bring a wealth of knowledge and top-notch analytical skills. Silber & Associates, an independent survey research firm, will be working with the Urban Institute to administer this survey. I am confident that you will enjoy working with them as much as we at the CDFI Fund do.

The attached letter from the Urban Institute provides detailed information on the study. Should you have any concerns about participating, please do not hesitate to call Greg Bischak, the CDFI Fund's Manager for Financial Strategies and Research, at (202) 622-8669 or bischakg@cdfi.treas.gov.

Sincerely,

Donna J. Gambrell,
Director