

Sample introductory letter from CDFI Fund to QALICBs for survey:

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 the evaluation, the Urban Institute will conduct a web-based survey of a sample of *[firms / organizations]* that received *[loans / investments]* involving NMTCs. Your *[NMTC loan / investment]* was selected to be surveyed at random from among all such *[loans/investments]*. 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.

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.

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.

The attached letter from the Urban Institute provides detailed information on the survey. Should you have any concerns about the evaluation, 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