

DATE

Dear [Coalition Leader]:

I am writing to ask for your help in an important national study. The study is being conducted by NORC, a research organization at the University of Chicago, on behalf of the Office of the Assistant Secretary for Planning and Evaluation (ASPE), within the U.S. Department of Health and Human Services (HHS). As you know, the Community Access Program and the Healthy Communities Access Program (CAP/HCAP) were implemented by the Health Resources and Services Administration in order to strengthen the safety net services available to uninsured and underinsured Americans. Coalitions, such as yours, received grants to build their capacity to serve those in need. This study seeks to find out what has happened to the CAP/HCAP coalitions during the intervening years since they stopped receiving federal funding,

The enclosed questionnaire collects some important information that will help us understand the long-term sustainability of federally-funded community coalitions after funding ends. The information that you are being asked to provide is critical to our effort and your cooperation is very much appreciated. The questionnaire should take no longer than 35 minutes to complete. If you have any questions as you fill out the questionnaire, please call 1-800-XXX-XXXX and a NORC staff person will assist you.

The data will be kept private to the extent allowable by law. Your name and identifying information will not be associated with the survey data nor used in any way. The study is not being used to evaluate specific coalitions or their members. It will be used to learn more about what the coalitions have been doing since the conclusion of CAP/HCAP.

Please return the enclosed questionnaire in the envelope provided by [Fill in Date]. Thanks you for your assistance.

Signature