

Initial Email to Grantee Executive Directors – Invitation to Screening Call
Draft of 9.28.11

Subject: Evaluation of the NSP2 Program – Request for Assistance

Dear [INSERT NAME]:

In July 2011, the U.S. Department of Housing and Urban Development (HUD) sent a letter to recipients of Neighborhood Stabilization Program (NSP) funds regarding a national evaluation. The evaluation focuses on the second round of funding (or NSP2) and will assess the impact of the program on neighborhoods. The evaluation is being conducted by an independent research firm Abt Associates and its subcontractors Concentrance Consulting and the University of Southern California. This project has important implications for Federal and local policies that seek to stem the negative effects of the housing foreclosure crisis on neighborhoods and communities.

As a member of the research team, I am contacting grantees nationwide to discuss the project and briefly learn about their NSP2-related activities. This initial conversation is exploratory and designed to help HUD identify grantees for inclusion in the study. Following these initial discussions, HUD will invite a small group of grantees to participate in the study.

I would greatly appreciate your assistance in this important study and would like to schedule a brief (15-20 minute) telephone call with you. I want to emphasize that our discussion is not a HUD monitoring activity or audit. Kindly reply to this email or contact me by phone [INSERT PHONE] to let me know when it is convenient for you.

The requested data collection has been approved by OMB (Control Number XXXX-XXXX, expiring on MM/DD/YY). Your participation in this interview is voluntary.

I appreciate your time and look forward to speaking with you.

Yours truly,

[INSERT NAME]

[INSERT SIGNATURE LINE]