

APPENDIX C

INVITATION LETTER TO UIC and LOCAL STATE AGENCY DIRECTORS

The Paperwork Reduction Act Burden Statement: This collection of information is voluntary and will be used to understand how ACF can better meet the service needs of low-income American Indians and Alaska Natives. Public reporting burden for this collection of information is estimated to average 75 minutes per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 0970-XXXX and it expires XX/XX/XXXX.

[Date]

[Name]

[Address1]

[Address2]

Dear [NAME];

The Administration for Native Americans (ANA) and the Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF) are implementing an exploratory research study to better understand the context for family self-sufficiency of low-income Alaska Natives and American Indians living in urban areas and their interactions with services and programs offered by ACF. One of the data collection activities for this project consists of telephone interviews with Directors of Urban Indian Centers throughout the United States. These interviews are intended to help us understand the different contexts in which urban American Indians and Alaska Natives live and are being served. This letter is to invite you to participate in such an interview.

Within the next couple of weeks, you will be contacted by a staff member from Westat, the contract research organization that is conducting this study for us. This initial contact will be to set up a date and time for the approximately one-hour interview. During the interview, you will be asked about the challenges faced by American Indians and Alaska Natives living in your city, and the strengths the community brings to address those challenges. The interviewer will also ask about the services you provide to the Native community, and any barriers community members face with respect to reaching out for services and supports. Finally, you will be asked your views on ways in which ACF might be able to better serve the Urban American Indian/Alaska Native population.

The interview is voluntary so you are under no obligation to participate. If you are interested in participating, there is an informed consent statement included in this mailing that outlines your rights as an interviewee. If you have no questions, you may sign the statement and return it to Westat either in the enclosed self-addressed stamped envelope or by faxing it to Westat at 301.294.XXXX. If you do not want to participate, you may either decline when the Westat scheduler calls you, or you may contact Westat directly at 1-800-XXX-XXXX and ask to be removed from the participant list. There will be no impact on any funding you may receive from either of our organizations if you choose not to be interviewed. If you have additional questions about the study, you may contact the Westat Project Director, Dr. Cynthia Robins, at 301.738.3524 (email: cynthiarobins@westat.com).

Thank you in advance for your time and consideration and we hope you will be able to assist us in conducting this important study.

Sincerely,

Lillian Sparks
Commissioner
Administration for Native Americans
Administration for Children and Families
U.S. Department of Health and Human Services

Naomi Goldstein
Director
Office of Planning, Research and Evaluation
Administration for Children and Families
U.S. Department of Health and Human Services