

## Attachment A-1

[Subject: Ryan White Technical Assistance Survey]

Dear **[Title. Last Name]**,

Thank you for working with **[Consultant 1, Consultant 2 and Consultant 3]** to complete the recent **[Type of TA performed]** conducted at your organization on **[Date/Month of site visit]**. Please take a few moments to fill out a brief survey regarding your overall experience with the site visit at the following link: <http://www.sagesurveys.com>.

The results of the survey will be beneficial in measuring how the TA achieved its goals; that all deliverables were completed on time and that the TA met your expectations. There are also questions related to the effectiveness of GEARS consultation and logistics support for your technical assistance visit. Please be assured that your individual responses will be handled in a confidential manner and only summarized group data will be reported. This survey will also be followed-up by a six month survey to confirm if the technical assistance your agency received is beneficial and has met your agency's needs.

On behalf of HRSA, GEARS appreciates your feedback which is important to help us improve all TA services and support available to Ryan White grantees. Therefore, please complete and submit the questionnaire no later than **[Due Date]**. If you have any questions about this survey, please contact me at [nwalker@getingears.com](mailto:nwalker@getingears.com).

Sincerely,

**[Name]**

Project Coordinator, Division of Technical Assistance & Operations Management  
[nwalker@getingears.com](mailto:nwalker@getingears.com)  
301.429.5982

Global Evaluation & Applied Research Solutions (GEARS), Inc.



[www.getingears.com](http://www.getingears.com)



please consider the environment before printing

CONFIDENTIALITY NOTICE: The information in this email is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any review, dissemination or

copying of this email and its attachments, if any, or the information contained herein is prohibited. If you have received this email in error, please immediately notify the sender by return email and delete this email from your system. Thank you.