

PSI Introduction - Wave 1 Email

To: [Original Contact]

Cc:

Subject: HUDQC Study PSI Questionnaire for [Project] [(Cluster/Project #)]

[Original Contact],

As you may recall, [Project Information] has been selected for the FY 2013 HUDQC Study. To begin this effort, please complete the online Project Specific Information (PSI) Questionnaire to provide us with information to prepare for the field data collection process of our study.

Please complete the online PSI survey by [date]. It will take approximately 30 minutes to complete and data is saved as you go so you do not need to complete it in one session. To better assist you in completing this survey, you can reference a paper copy of the PSI Questionnaire and the PSI FAQs list attached to this email. Note that if you manage multiple projects that have been selected for the study, you need to complete the survey for each of the projects selected.

To access the online survey:

1. Click on this link or copy and paste this address into your Internet browser - <https://hudqc.icfwebservices.com/>
2. Use the following Username and Password to enter the survey-

Username: [CC/PPP]

Password: [HUDxxxx]

If you have any questions, please call Melanie Koehn, ICF Data Collection Manager, at toll-free (877) 392-9776 or send an email to hudqc@icfi.com. If you have questions about ICF International's authorization to collect this information, please contact Dr. Yves Djoko, HUD's Government Technical Representative for the study, at (202) 402-5851.

Sincerely,



Mary K. Sistik
Project Director