

Attachment 5

Project Officer Reminder to Respondents

Project Officers have regular conference calls with all funded grantees who are the respondents for this data collection. We have monthly call notes that serve as reminders for Project Officers. Following the administration of the survey, this will be included in the call notes. As part of a regular call, Project Officers will add an agenda item which is simply a query about the needs assessment sent out by ETR.

Agenda Item Script

- “Did you receive the needs assessment from ETR? This is a voluntary survey that will help ETR tailor their training and technical assistance for all of the grantees. I’ll be happy to have them send you another e-mail if that would be helpful.”