

Appendix D.2: Recruitment Letter for Senior Village Directors

[TO BE PLACED ON VILLAGE-TO-VILLAGE NETWORK LETTERHEAD]

[TO BE PUT ON AARP LETTERHEAD]

Month Day, 2015

[NAME

ADDRESS

CITY, STATE]

Dear [Senior Village Director]

I am writing to you to ask for your participation as a key informant in a project that the AARP Public Policy Institute is working on with the RAND Corporation. This project, led by Dr. Joie Acosta at RAND Corporation, is funded by the Centers for Disease Control and Prevention and is titled **“Examining how Local Health Departments can Leverage Age-Friendly Cities Initiatives to Build Resilience in Elderly Populations.”**

The RAND Corporation will be conducting approximately 30 phone interviews with Senior Village directors from across the country. The goal of our interview is to learn about your Senior Village’s structure and goals, and activities or services that are specific to emergency preparedness. Your Senior Village does not necessarily need to have planned for, or conducted emergency preparedness activities to participate. In fact, this project’s goal is to help Senior Villages become more successful in collaborating with other agencies to improve the emergency preparedness and resilience to disasters among older adults in the U.S.

The one-time only phone interview is expected to take approximately 30 minutes. We anticipate scheduling the interviews starting in [Month/Date to be inserted once OMB approval given]. If you are able to participate, please email or call me to schedule an interview date. We can only interview one representative from a single Senior Village. If you would like to designate someone else to participate on your behalf please indicate that when emailing or calling. If you agree to participate we can send you the questions in advance, if you wish to prepare before the call. Any responses provided will be kept secure and none of the responses you provide will be linked with your name or the name of your Senior Village.

Thank you for your consideration to participate in this important study.

Sincerely,

Dr. Joie Acosta (RAND Corporation) and Dr. Rodney Harrell (AARP)