

Introductory/Invitation E-Mail

Dear _____,

You have been identified as Local Implementing Agency leader within the Maternal Infant Early Childhood Home Visiting Program (Federal Home Visiting Program) administered by Health Resources and Services Administration (HRSA) in partnership with the Administration for Children and Families (ACF).

We are requesting that you complete the attached excel-based Home Visiting Model-Cost Reporting Tool (HVM-CRT). The purpose of this pilot HVM-CRT is to form the basis of a tool that home visiting program grantees may use to estimate costs, given the characteristics of the models they implement and the communities and the families that they serve.

Completion of this HVM-CRT is voluntary, and strongly encouraged. Your responses will be maintained in a secure manner by our contractor, RTI International. Individually identifiable information will not be provided to HRSA staff, and cost tool responses will be reported in aggregate.

This excel-based tool should take approximately 4.5 hours to complete. ***Please complete the excel-based tool by (date no more than two weeks from date being sent)***. If you experience any challenges accessing the tool, please contact the RTI Project Director, Amanda Honeycutt, at honeycutt@rti.org or 919.597.5129. If you have any questions regarding this tool that you would like to direct to HRSA staff, please contact your Project Officer.

Sincerely,

David Willis, MD
Director

Division of Home Visiting and Early Childhood Systems
Maternal and Child Health Bureau
Health Resources and Services Administration