

Appendix F: Recruitment Confirmation Emails/Letters

Tenant Recruitment Confirmation Email/Letter

Thank you for agreeing to participate in the evaluation of the Small Area Fair Market Rent Demonstration, sponsored by the U.S. Department of Housing and Urban Development. The study is being conducted by Abt Associates and Quadel Consulting. The goal of the study is to better understand the effects of changing how payment standards are set in the Housing Choice Voucher (HCV) program. Payment standards in the HCV program are typically set for entire metropolitan areas. Starting in [2011/2013], payment standards for the [PHA]'s voucher program were set for ZIP Code areas.

We look forward to meeting you and learning about your experience with the HCV program. This letter confirms that we will meet you on [DAY], [DATE], at [TIME], at [LOCATION], located at [LOCATION ADDRESS].

The interview will take about 45 minutes to complete. After we complete your interview, you will receive \$20 to thank you for your time participating in this study.

Your interview responses will only be used for the purposes of this study. Participation is voluntary, and you may discontinue participation at any time without penalty or loss of benefits for which you are otherwise entitled, such as your relationship with the [PHA], HUD, or participation in the HCV program. The information you provide will contribute to the findings in study reports. In some cases, the study reports may present information identifying the [PHA]. However, the study reports will not include your name or the names of others who have agreed to be interviewed for the study. No specific data will be attributed to specific interviewees. We will not share information that identifies you to anyone outside the study team, except as required by law.

We know your time is valuable, and thank you for your participation in this study.

If you have any questions about the study please contact me, at XXX-XXX-XXXX or [email.name]@quadel.com/[email.name]@abtassociates.com.

Sincerely,

(Site Visitor Name)

Study Staff Member

Landlord Recruitment Confirmation Letter/Email

Thank you for agreeing to participate in the evaluation of the Small Area Fair Market Rent Demonstration, sponsored by the U.S. Department of Housing and Urban Development. The study is being conducted by Abt Associates and Quadel Consulting. The goal of the study is to better understand the effects of changing the method by which payment standards are set in the Housing Choice Voucher (HCV) program. Payment standards in the HCV program are typically set for entire metropolitan areas. Starting in [2011/2013], payment standards for the [PHA]'s voucher program were set for ZIP Code areas.

We look forward to meeting you and learning about your experience with the HCV program. This letter confirms that we will meet you on [DAY], [DATE], at [TIME], at [LOCATION], located at [LOCATION ADDRESS].

The interview will take about 30 minutes to complete. After we complete your interview you will receive \$40 to thank you for your time participating in this study.

Your interview responses will only be used for the purposes of this study. Participation is voluntary, and you may discontinue participation at any time without penalty or loss of benefits for which you are otherwise entitled, such as your relationship with the [PHA], HUD, or participation in the HCV program. The information you provide will contribute to the findings in study reports. In some cases, the study reports may present information identifying the [PHA]. However, the study reports will not include your name or the names of others who have agreed to be interviewed for the study. No specific data will be attributed to specific interviewees. We will not share information that identifies you to anyone outside the study team, except as required by law.

We know your time is valuable, and thank you for your participation in this study.

If you have any questions about the study please contact me, at XXX-XXX-XXXX or [email.name]@quadel.com/[email.name]@abtassociates.com.

Sincerely,

(Site Visitor Name)

Study Staff Member