

ATTACHMENT A
SITE VISIT PLANNING EMAIL

The email correspondence for scheduling telephone discussions to plan site visits follows this cover page.

EMAIL COMMUNICATION WITH PROJECT DIRECTORS/MANAGERS FOR SITE VISITS
FROM MATHEMATICA STAFF

SUBJECT: Information Regarding Forthcoming Request for Participation in Site Visits for the Youth at Risk of Homelessness (YARH) Implementation Grant Process Study

Dear [First Name]:

I am _____ and I work for Mathematica Policy Research, an independent social policy research company.

We are conducting a study for the Office of Planning, Research and Evaluation (OPRE) and the Children’s Bureau, both in the Administration for Children and Families (ACF). The Children’s Bureau awarded six grants through the Implementation Grants to Develop a Model Intervention for Youth/Young Adults with Child Welfare Involvement at Risk of Homelessness: Phase II (also known as “YARH-2”). Grantees are using these resources to implement comprehensive service model interventions developed during the first two-year planning phase. YARH-2 is expected to facilitate better outcomes for youth with child welfare involvement who are at risk of homelessness. To understand how organizations implement programs for youth at risk of homelessness, we are conducting site visits to each grantee. The purpose of the visit is to talk with members of the implementation team and other key partner organizations. We are interested in learning your community’s experience with the YARH-2 grant and related implementation activities.

I would like to speak with you, or someone else on the implementation team, about the timing of our site visit. An initial 30-minute conference call would allow me to describe what we hope to achieve during the site visit in greater detail and address any questions you may have. Your participation in this discussion is voluntary, and if you decide to participate, you can choose not to answer a question if you wish.

Would you please let me know the easiest way to schedule a 30-minute conference call with you or your designee?

Please let me know if you have any questions. I can be reached at [insert email address] or [insert phone number].

<p>The Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to understand the grantee planning process. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number for this collection is 0970-0445 and the expiration date is XX-XX-XXXX. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to [Contact Name]; [Contact Address]; Attn: OMB-PRA (0970-0445).</p>
