

## **Attachment C: Template recruitment email for key informants on using policy levers to enable local cross-sector collaboration**

**Subject:** Interview Request for Federal Research Project on [INITIATIVE]

Dear [NAME],

I am writing to you to seek your participation in a one hour call for a study on how federal agencies and other large entities can use various policy levers to promote cross-sector collaboration. The study is funded by the Department of Health and Human Services (HHS) Office of the Assistant Secretary for Planning and Evaluation (ASPE).

You've been selected for this study because of your role in [INITIATIVE]. We would like to speak with you about the policy levers or strategies used in [INITIATIVE] to facilitate cross-sector coordination. We are interested in learning about specific factors that may facilitate or hinder local cross-sector collaboration, including the relative advantages, cost, and speed of the policy levers or strategies used; any interactions between policy levers or strategies; challenges and barriers encountered; and recommendations for future initiatives.

### **Study background**

- The study is called the Models of Coordination and Technical Assistance to Achieve Outcomes in Communities project.
- The purpose of this study is to explore opportunities for federal agencies to support better cross-sector collaboration at the local level that ultimately helps increase economic mobility and well-being for children and families and reduce inefficiencies in social services programs. By cross-sector, we mean supports that improve the ability of organizations to cooperate with each other.
- Amanda Benton ([Amanda.Benton@hhs.gov](mailto:Amanda.Benton@hhs.gov)) and Gretchen Lehman ([Gretchen.Lehman@hhs.gov](mailto:Gretchen.Lehman@hhs.gov)) are the ASPE contacts for this project.
- Mathematica is conducting the study in partnership with ASPE.
- You can find more information about the study here:  
<https://www.mathematica.org/our-publications-and-findings/projects/models-of-coordination-and-technical-assistance-to-achieve-outcomes-in-communities>

### **Next steps**

We would like to schedule a meeting to discuss your experiences. In preparation, please consider the six types of policy levers and strategies listed below and come prepared to discuss any policy levers or strategies used in [INITIATIVE] that fall under these or other categories:

1. Convene stakeholders
2. Draw attention (e.g. issuing a community challenge or spotlighting an issue through public awareness campaigns)
3. Fund and/or conduct research and evaluation
4. Address bureaucratic and regulatory challenges
5. Provide or encourage funding and/or other resources
6. Provide in-person and/or virtual training and technical assistance (TA)

Here are some potential blocks of time for your consideration:

[Time 1]  
[Time 2]  
[Time 3]

If none of the suggested dates and times work for you, please feel free to suggest others. Also, please let me know if you have any questions. I look forward to hearing from you.

Best,  
[SIGNATURE]