

Appendix A: Grantee Contact Survey

Dear {Grantee Contact},

Recently you received a letter from the Department of Housing and Urban Development letting you know about an ongoing evaluation of the ROSS-SC program. HUD has hired the Urban Institute to conduct this evaluation. As part of this study, we are conducting a short survey of service coordinators to learn more about their characteristics and the work they do under the ROSS-SC grant. The responses to this survey will provide details on how the grants are being used, which will help HUD improve the program.

This is not an evaluation of your organization. Responses from service coordinators will be kept confidential to the extent permitted by law, and we will only report aggregated data. We will not report or analyze the data at the grantee level.

HUD records show that your organization received a ROSS-SC grant in [FY 2014/FY 2015/FY 2016]. We are asking for your help in contacting any currently active service coordinators hired under [that/those] grant[s] by providing their names, email addresses and phone numbers. The link below will take you to a secure website with a form where you can enter this information. The form should take just a few minutes to fill in.

We greatly appreciate your help with this evaluation.

Thank you

Public Burden Statement

The public reporting burden for this information collection is estimated to be 15 minutes. You are not required to respond to this collection of information unless a valid OMB control number is displayed.

OMB Number: (XXXX-XXXX)

Expiration Date:

Grantee service coordinator contact form

FY 2014 Grant

	Service Coordinator name	Service Coordinator email	Service Coordinator phone number
1			
2			
3			

FY 2015 Grant

	Service Coordinator name	Service Coordinator email	Service Coordinator phone number
1			
2			
3			

FY 2016 Grant

	Service Coordinator name	Service Coordinator email	Service Coordinator phone number
1			
2			

3			
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