

Appendix E: Grantee Contact Survey Announcement Letter

[Letter to be sent on HUD Letterhead]

Dear xxxxxx,

The Office for Policy Development and Research (PD&R) at the Department of Housing and Urban Development (HUD) has been tasked by Congress to conduct an evaluation of the Resident Opportunities and Self-Sufficiency Service Coordinator (ROSS-SC) program. HUD has contracted with the Urban Institute to conduct this evaluation. The purpose of the study is to assess improvements in ROSS-SC reporting since the implementation of the new logic model in FY2014, examine the breadth and depth of ROSS-SC implementation by service coordinators across all grantee types, and analyze current reporting requirements and performance metrics to improve future program outcome evaluations. The evaluation includes a national survey of Service Coordinators, a review of a sample of grantee logic models, and site visits to 10 ROSS-SC grantees. Since this is the first time that HUD has evaluated the ROSS-SC program, this evaluation is exploratory and seeks to understand how the ROSS-SC program operates at the grantee level.

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 you or your organization. Responses from service coordinators will be kept confidential; we will report the results in aggregate, and all information will be kept private to the extent permitted by law. We will not report or analyze the data at the grantee level. HUD will only receive a copy of the survey data with all personally identifying information removed, so that service coordinator responses cannot be connected to any specific organization.

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. Soon you will be receiving an email from the Urban Institute inviting you to participate, with a link to a secure online 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.

Sincerely,

Deputy Assistant Secretary for Research,
Revitalization Division,

Evaluation, and Monitoring,
Indian Housing

Office of Policy Development and Research

Director, Urban

Office of Public and