

OUTREACH EMAIL

Public Housing Authority (PHA) or Public Child Welfare Agency (PCWA)

Dear [NAME],

We are pleased to let you know that your Family Unification Program (FUP), as a recent awardee of FUP funding, has been selected as a potential site in an important study. We are part of a research team working with the Department of Health and Human Services, Administration for Children and Families (ACF) and the Department of Housing and Urban Development (HUD) to conduct an evaluation of the Family Unification Program (FUP). The study will provide rich information about how FUP helps families involved in the child welfare system and how FUP programs operate. Attached is an information sheet that describes the goals of the study, who is involved in the evaluation, and what your program will be asked to do if you are selected to participate.

We would like to set up a time for a couple of our research staff to call you to learn more about your program. We will also tell you more about the project and discuss the possibility of your site participating in the evaluation. We expect the call will last no more than an hour. We may also contact you following our initial discussion if we have any additional questions as we finalize the evaluation plans. Participation is voluntary, and responses will be kept private (in that we will not attribute responses to a specific name).

Because we only have a short time to set up an evaluation before FUP programs will need to start issuing vouchers we would like to talk with you during the week of **[ADD DATE HERE]**, if possible. Please email us by **[ADD DATE HERE]** with times that are convenient for you.

If there is another person who you think we should speak with to learn about your FUP program, we would appreciate it if you would give us their name and contact information.

We want to thank you for your cooperation with Section VI.B. of the Family Unification Program Notice of Funding Availability for Fiscal Years 2017 and 2018, to participate in research or evaluation studies sponsored by HUD.

Please let me know if you have any questions. I look forward to hearing from you soon!

Sincerely,
[Researcher Name and contact info]

The Paperwork Reduction Act Statement: The described collection of information is voluntary and will be used to evaluate the effectiveness of the Family Unification Program. 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 and expiration date for the described collection are OMB #: 0970-XXXX, Exp: XX/XX/XXXX.