

Appendix B

Time Use Interview Email Invitation, Contact Information, and Confirmation of Consent

Email Invitation to Participate:

Dear [NAME],

The U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Justice (DOJ) have partnered to implement the Pay for Success (PFS) Permanent Supportive Housing Demonstration taking place in your community. HUD has contracted with the Urban Institute, a nonprofit research organization, to conduct an evaluation of the PFS Demonstration to better understand implementation of the PFS model in each Demonstration community.

One important aspect of PFS is the cost of implementation borne by the participating organizations, which has been difficult to measure. Because of your organization's involvement with PFS in [site], we would like to get a better picture of the time spent on PFS-related tasks by people in your organization. We are writing to ask you to assist us by agreeing to participate in a phone conversation each quarter to review the amount of time spent on PFS tasks by staff members and contractors in your organization.

Participation in this interview is completely voluntary. Your responses will be used to create an estimate of the costs of PFS to the organizations involved. Your data will never be identifiable but will be aggregated with data from respondents across partners and sites. Your data will not be used to monitor compliance with any grant requirements but only to inform the evaluation's research questions. Your decision to participate or not and the responses you provide will have no effect on your interactions with HUD and DOJ. Your name and organization will not be identified in any data reported to the HUD and DOJ. You may decide to end your participation in quarterly calls at any time.

We will be calling you directly soon with more details about the interviews, to confirm your willingness to participate, and to make arrangements for a scheduled call. We appreciate your help!

If you have any questions, please contact Chris Hayes at (202) 261-5650.

Thank you again for your time.