

## Notifications to respondents

### GRANTEE SURVEY NOTIFICATIONS

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Advance letter inviting grantees to participate in the survey

[DATE]

[SITE/PROGRAM NAME]

[ADDRESS]

[CITY][STATE][ZIP]

Dear [NAME OF SITE ADMINISTRATOR/DIRECTOR],

We are writing to request your participation in a survey as part of the Evaluation of the Reentry Employment Opportunities (REO) Program, sponsored by the US Department of Labor (DOL). The study is being jointly conducted by researchers from Mathematica Policy Research and Social Policy Research Associates. One component of the evaluation is an implementation study to describe the REO grants, including their organization, administration and management, services, participants served; and common successes and challenges. The findings from the implementation study will enable both policymakers and practitioners to learn how to improve service provision for individuals who are involved in the criminal justice system.

As part of the implementation study, we are conducting a survey of REO grant funded programs. The survey asks questions about topics such as the organizational and administrative structure of your program, program features, partnerships, and challenges and successes. We expect the survey will take about 20 minutes to complete, give or take, depending on the complexity of your program. You may ask others to help you complete the survey as needed. The information you provide will be used for research purposes only. Your name and the name of your program will not be connected in any public document to any responses you provide.

As a recipient of an REO grant, you agreed to participate in a study of the REO program. We respectfully ask that you please complete this survey within the next two weeks as it is a very important part of the study. The information you provide will inform the federal government's investments in similar efforts in the future.

To participate, log on to [\[enter survey link here\]](#) and enter your log-in identification number and password:

Login ID: [Web Username]

Password: [Web Password]

If you have any questions about the study, please contact Jillian Stein at (609) 716-4395 or [\[insert email for REO survey\]](#)@mathematica-mpr.com. Thank you in advance for your participation.

Sincerely,  
Jillian Stein  
Survey Director  
Mathematica Policy Research

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## Advance email inviting grantees to participate in the survey

Subject: DOL Evaluation of the Reentry Employment Opportunities Program Grantee Survey

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Dear [NAME OF SITE ADMINISTRATOR/DIRECTOR],

We recently sent you a letter about a study called the Evaluation of the Reentry Employment Opportunities (REO) Program, sponsored by the US Department of Labor (DOL). The study is being jointly conducted by researchers from Mathematica Policy Research and Social Policy Research Associates. One component of the evaluation is an implementation study to describe the REO grants, including their organization, administration and management, services, participants served; and common successes and challenges. The findings from the implementation study will enable both policymakers and practitioners to learn how to improve service provision for individuals who are involved in the criminal justice system.

As part of the implementation study, we are conducting a survey with all operating REO programs. The survey asks questions about things like the structure of your programs, program features, partnerships, and challenges and successes.

Please go to this web page and use the following Login ID and Password:

[Insert link]

Login ID: [WebLogin ID]

Password: [WebPassword]

The survey should take approximately 20 minutes to complete and you may ask others to help you complete the survey as needed. The information you provide will be used for research purposes only. Your name and the name of your program will not appear in any public document.

As a recipient of an REO grant, you agreed to participate in a study of the REO program. We respectfully ask that you please complete this survey within the next two weeks as it is a very important part of the study. The information you provide will help inform the federal government's efforts in the future.

If you have any questions about the study, please contact Jillian Stein at (609) 716-4395 or [insert email for REO survey]@mathematica-mpr.com. Thank you in advance for your participation.

Sincerely,  
Jillian Stein  
Survey Director  
Mathematica Policy Research

## Reminder letter for grantees who have not responded

Subject: Reminder: DOL Evaluation of the Reentry Employment Opportunities Program Grantee Survey

Dear [NAME OF SITE ADMINISTRATOR/DIRECTOR],

We are sending this email because our records indicate that you have not yet completed the survey of grantees that is being conducted as part of the Evaluation of the Reentry Employment Opportunities (REO) Program, sponsored by the US Department of Labor (DOL). This survey is a very important part of the study and we expect it will take about 20 minutes to complete.

Please go to this web page and use the following Login ID and Password:

[Insert survey link]

Login ID: [WebLogin ID]

Password: [WebPassword]

You may ask others to help you complete the survey as needed.

If you have any questions about the study, please contact Jillian Stein at (609) 716-4395 or [insert email for REO survey]@mathematica-mpr.com. Thank you in advance for your participation.

Sincerely,  
Jillian Stein  
Survey Director  
Mathematica Policy Research

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Partial letter for grantees who started but did not finish

[Send w/ previous email thread]

Hi [Name],

I am writing to follow up on a [message] that I left for you on [date] regarding the grantee survey for the Evaluation of the REO Program. According to our records, you have [started/not yet started/details about status or data for partials]. I realize that you are very busy and your time is extremely valuable, but if you could take the few minutes to [take/finish the survey], we would appreciate it.

So you do not have to go back to any of the prior emails we've sent, here is the web survey link and your username and password to get you back into the survey: [For partials: It will open up to where you left off].

[Insert survey link]

Login ID: [WebLogin ID]

Password: [WebPassword]

Feel free to let me know if I can be of assistance or if you have any questions by reaching me at (609) 716-4395 or [insert email for REO survey]@mathematica-mpr.com. Otherwise, we look forward to receiving your completed survey.

Sincerely,  
Jillian Stein  
Survey Director  
Mathematica Policy Research

## Thank you letter for completing grantee survey

Dear [Name],

Thank you for your participation in the REO Evaluation Grantee survey. We appreciate your taking the time to provide us with information about your program. The findings from the implementation study will enable both policymakers and practitioners to learn how to improve service provision for individuals who are involved in the criminal justice system.

Should you have any questions about the study, please contact Jillian Stein at (609) 716-4395 or [insert email for REO survey]@mathematica-mpr.com. Thank you again for your participation.

Sincerely,  
Jillian Stein  
Survey Director  
Mathematica Policy Research

## PARTICIPANT NOTIFICATIONS

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Thank you letter to participants

Dear [Participant Name]:

Thank you for agreeing to participate in the Evaluation of the Reentry Employment Opportunities (REO) Program. This study is being conducted by researchers from Mathematica Policy Research and Social Policy Research Associates. By choosing to be a part of this study, you will help programs improve how they serve people like yourself in the future.

Your participation in the study is very important! As a study participant, you will have the opportunity to complete a survey in one to two years from now. You will receive a gift card for your participation. We hope that you will do this survey when Mathematica contacts you.

To learn more about the study and to hear when your survey is available, please get in touch with us by phone at 800-XXX-XXXX or send us an e-mail at [FILL](#). Thanks again for agreeing to be a part of the study. We look forward to talking with you in the future!

Sincerely,

Jillian Stein  
Survey Director  
Mathematica Policy Research

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