

Invitation Letter/Email for
"Assessment of Community Use of the *NIST Community Resilience Planning Guide for Buildings and Infrastructure Systems*"

Three versions based upon type of guide use undertaken by community:

1. Traditional Use of the CRPG

Dear [name, title of the point of contact in the community],

We/I are/am contacting you with regards to the Assessment of Community Use of the *NIST Community Resilience Planning Guide for Buildings and Infrastructure Systems*.

As a representative of a community using the *NIST Community Resilience Planning Guide*, we/I are/am interested in learning from you about your experience using the *Guide* in [community name].

There is much to learn from self-identified early adopters of the *NIST Guide*, such as yourself, who are best positioned to provide important feedback on the practical application of the community resilience guidance provided by NIST. We/I sincerely thank you for sharing your thoughts, insights, and suggestions.

The information collected from you and other community representatives will help NIST make improvements for version 2.0 of the *NIST Guide* and to provide better support those using the *NIST Guide* now and in the future.

We/I have identified you as being aware of the *NIST Guide* and having experienced part or all of the NIST Guide process within [community name]. You will be asked to complete between one and three short surveys (i.e., approximately 15 minutes) online at your computer, on paper, or over the phone at times convenient to your schedule. Please note that the surveys will be administered over several months' time, in relation to the completion of the steps of the *NIST Guide*.

If you are interested in participating, please respond by email (maria.dillard@nist.gov) or phone (301-975-4953) [ALTERNATELY, INSERT CONTACT INFORMATION OF OTHER TEAM MEMBER] so that a member of our research team can provide you more information about this effort.

Thank you again for your time and invaluable feedback. We/I look forward to working with you.

Research Team Member [insert: Maria K. Dillard, Jennifer F. Helgeson, Christopher Clavin]

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2. **Non-Traditional Use**

Dear [name, title of the point of contact in the community],

We/I are/am contacting you with regards to the Assessment of Community Use of the *NIST Community Resilience Planning Guide for Buildings and Infrastructure Systems*.

As a representative of a community using a section/sections of the *NIST Community Resilience Planning Guide*, we/I are/am interested in learning from you about your experience in [community name].

There is much to learn from self-identified early adopters of the *NIST Guide*, such as yourself, who are best positioned to provide important feedback on the practical application of the community resilience guidance provided by NIST. We/I sincerely thank you for sharing your thoughts, insights, and suggestions.

The information collected from you and other community representatives will help NIST make improvements for version 2.0 of the *NIST Guide* and to provide better support those using the *NIST Guide* now and in the future.

We/I have identified you as being aware of the *NIST Guide* and having experienced part or all of the *NIST Guide* process within [community name]. You will be asked to complete one short survey (i.e., approximately 15 minutes) online at your computer, on paper, or over the phone at times convenient to your schedule. Please note that the surveys will be administered over several months' time, in relation to the completion of the steps of the *NIST Guide*.

If you are interested in participating, please respond by email (maria.dillard@nist.gov) or phone (301-975-4953) [ALTERNATELY, INSERT CONTACT INFORMATION OF OTHER TEAM MEMBER] so that a member of our research team can provide you more information about this effort.

Thank you again for your time and invaluable feedback. We/I look forward to working with you.

Research Team Member [insert: Maria K. Dillard, Jennifer F. Helgeson, Christopher Clavin]

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3. Only/Specific Economic Decision Guide Use

Dear [name, title of the point of contact in the community],

We/I are/am contacting you with regards to your use of the *NIST Community Resilience Economic Decision Guide for Buildings and Infrastructure Systems (EDG)*.

As a representative of a community using the NIST EDG, we/I are/am interested in learning from you about your experience in [community name].

There is much to learn from self-identified early adopters of the *NIST Guide*, such as yourself, who are best positioned to provide important feedback on the practical application of the community resilience guidance provided by NIST. We/I sincerely thank you for sharing your thoughts, insights, and suggestions.

The information collected from you and other community representatives will help NIST make improvements for future versions of the EDG and to provide better support those using the *NIST EDG* now and in the future.

We/I have identified you as being aware of the NIST EDG and having experienced part or all of the process within [community name]. You will be asked to complete one short survey (i.e., approximately 15 minutes) online at your computer, on paper, or over the phone at times convenient to your schedule. Please note that the surveys will be administered over several months' time, in relation to the completion of the steps of the NIST Guide.

If you are interested in participating, please respond by email (maria.dillard@nist.gov) or phone (301-975-4953) [ALTERNATELY, INSERT CONTACT INFORMATION OF OTHER TEAM MEMBER] so that a member of our research team can provide you more information about this effort.

Thank you again for your time and invaluable feedback. We/I look forward to working with you.

Research Team Member [insert: Maria K. Dillard, Jennifer F. Helgeson, Christopher Clavin]

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