

APPENDIX H
PARTNER SURVEY OUTREACH EMAILS

Format: Mathematica email

Send from: RPGSurveys@mathematica-mpr.com

Subject: The Regional Partnership Grants Program partner survey is coming soon!

Attachments: None

Dear [FIRST NAME] [LAST NAME]:

Mathematica Policy Research will soon launch the RPG Cross-Site Evaluation partner survey. Mathematica is conducting the survey on behalf of the Children's Bureau (CB) within the U.S. Department of Health and Human Services, Administration for Children and Families. You have been selected to participate in the survey based on your organization's work with [RPG_GRANT] on the RPG project, which you might recognize by the name [RPG_NAME]. Participation is voluntary; however, your participation is crucial to give CB a systematic picture of the characteristics of the staff and organizations implementing RPG-funded programs, the characteristics of partner organizations, partners' relationships with the grantees and other collaborating organizations, and program implementation. The survey will take approximately 25 minutes. We will email you additional information, including instructions to access the survey, in a few weeks.

You were identified as a representative of [ORG_NAME] working with [RPG_GRANT]. If this information is incorrect, please reply to this email or call our team at 866-627-9538 so that we can update our records. You may also contact our team at any time if you have questions.

Thank you in advance for your participation,
Angela V. D'Angelo, Ph.D.
Survey Director
Mathematica Policy Research

Email: RPGSurveys@mathematica-mpr.com
Telephone: 866-627-9538

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Format: Mathematica email

Send from: RPGSurveys@mathematica-mpr.com

Subject: Please complete the Regional Partnership Grants Program partner survey

Attachments: Frequently asked questions

Dear [FIRST NAME] [LAST NAME],

Mathematica Policy Research is conducting the RPG Cross-Site Evaluation partner survey. Mathematica is conducting the survey on behalf of the Children's Bureau (CB) within the U.S. Department of Health and Human Services, Administration for Children and Families. You have been selected to participate in the survey based on your organization's work with [RPG_GRANT] on the RPG project, which you might recognize by the name [RPG_NAME]. You were identified as a representative of [ORG_NAME] working with [RPG_GRANT]. Your response is voluntary but very important for a systematic picture of the partnerships and collaborations supporting RPG program implementation.

Please access and complete the web survey by clicking on [Survey Link] (or typing it into your browser) and entering your login information:

Username: [USERNAME]

Password: [PASSWORD]

The survey will take approximately 25 minutes to complete. You may save your responses and return to finish the survey at a later time. We have attached a frequently asked questions document that provides additional details about the evaluation and the partner survey.

If you have questions or need assistance, please contact the study team at RPGSurveys@mathematica-mpr.com or toll-free at 866-627-9538.

Sincerely,

Angela V. D'Angelo, Ph.D.

Survey Director

Mathematica Policy Research

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Public reporting burden for this collection of information is estimated to average 25 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Administration for Children and Families, Office of Administration, Office of Planning, Research and Evaluation, 330 C Street SW, Washington DC, 20201, Attn: ACF Reports Clearance Officer. Email address: infocollection@acf.hhs.gov. Attn: OMB-PRA (xxxx-xxxx). Do not return the completed form to this address.

Format: Mathematica email
Send from: RPG email
Subject: Reminder – please complete the RPG partner survey
Attachments: None

Dear [FIRST NAME] [LAST NAME],

This is a friendly reminder to complete the partner survey for the RPG Cross-Site Evaluation if you have not already done so. You have been selected to participate in the survey based on your organization's work with [RPG_GRANT] on the RPG project, which you might recognize by the name [RPG_NAME]. You were identified as a representative of [ORG_NAME] working with [RPG_GRANT]. **The final day to complete the survey is [Date].**

Your participation is critical to understanding the partnerships and collaborations supporting RPG program implementation, so we hope you will take this opportunity to share your valuable insights.

Please access this brief web survey by clicking on [Survey Link] (or typing it into your browser) and entering your login information:

Username: [USERNAME]

Password: [PASSWORD]

If you have questions or need assistance, please contact the study team at RPGSurveys@mathematica-mpr.com or 866-627-9538.

Thank you for your time and your participation in this important study!

Sincerely,
Angela V. D'Angelo, Ph.D.
Survey Director
Mathematica Policy Research

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