

## Attachment C1: Advance Introduction Email to Grantees (Pre-OMB Approval)

### Bureau of Health Workforce Substance Use Disorder Evaluation

#### Advance Introduction to Grantees (Pre-OMB Approval)

Dear *[SALUTATION (Dr. Ms. Mr.)] [LAST NAME]*,

The Bureau of Health Workforce (BHW) within the Health Resources and Services Administration (HRSA) is conducting a national evaluation of its programs, with a focus on substance use disorder services. As part of this evaluation, NORC at the University of Chicago is conducting surveys of grantees of the *[GRANT PROGRAM NAME]*, as well as their partner sites and trainees. You may recall that NORC first announced the surveys during the grantee Quarter 2 Technical Assistance Conference Call in March 2020.

**We need your help to make these surveys a success.** In the coming *[WEEKS/MONTHS]*, NORC will invite you to participate in the grantee survey. In addition, we will request your help with obtaining up-to-date contact information from trainees and points of contact at partner training sites (that have or have had trainees). We will then reach out to trainees and sites to request their participation in separate surveys. We will send you a template to collect this contact information and to facilitate your communications with trainees and partner sites about this request. **Your assistance with collecting trainee and site contact information is critical to our surveys.**

NORC will share results of the *[GRANT PROGRAM NAME]* grantee evaluation with the grantees. You can use this information to compare your results with the other grantees.

If you have any questions, please contact the NORC Evaluation Team at [BHWEval@norc.org](mailto:BHWEval@norc.org) or 1-8XX-XXX-XXXX. You may also learn more about our evaluation and NORC at our website: [norc.org/XXX](http://norc.org/XXX) in the coming months.

Thank you in advance for your help.

Sincerely,

Kathy Rowan  
NORC Evaluation Team, Project Director