

**Appendix C-2:
COVID Email from Project Directors to Survey Invitees
Introducing the Data Collection Effort**

Subject: Invitation to complete CWCC annual collaboration survey
cc: Carolyn Layzer
bcc: All recipients

Dear [Grant Name] contributor:

You are receiving this email today because I've identified you as someone who is contributing to the [insert Grant Name] work to prevent child abuse and neglect in our community. As you likely know, our project receives a Community Collaborations to Strengthen and Preserve Families (CWCC) grant from the Administration for Children and Families' (ACF) Children's Bureau. The independent research firms of Abt Associates and Child Trends are conducting a study on behalf of the U.S. Department of Health and Human Services, ACF. The aim of the study is to better understand how we, and other organizations receiving CWCC funding, are conducting our work to partner and collaborate to strengthen families and protect children. Their study, called the [Child Welfare Community Collaborations \(CWCC\) Cross-Site Evaluation](#), will document the activities, strategies, and lessons learned from ACF's CWCC grantees. Part of the study involves an annual online collaboration survey, sent to all individuals contributing to the work of each CWCC grant.

I am writing to you today to let you know that you will soon be getting a link to a survey. The survey will be sent by Dr. Carolyn Layzer from Abt Associates. The survey will ask you about your experiences as someone who participates in our work together as part of [Grant Name]. We know that the COVID-19 pandemic has upended so much of everyone's personal and professional lives and all of our communities, but we hope that you will be able to make time to complete this survey.

Completing the survey is voluntary, and your answers will be kept private to the extent permitted by law. It should take you about 20-25 minutes to finish. Data collected from *all* survey respondents will be summarized in an aggregate report that will be shared with [insert name of lead grantee's organization]. Some of the survey data may also be shared with the CWCC project team from [insert name of lead grantee's organization], but none of the information you provide in the "Background Information" section of the survey (such as your role in the collaboration or the type of agency you work for) will be included in the data shared directly with [insert name of lead grantee's organization].

Your opinions and impressions are very important and will help shape future community prevention work together. Please keep an eye out for the next email about this survey. It will be sent from Carolyn Layzer and will have the link for you to follow to enter your information.

Thank you so much for your support of this project. If you have any questions about the survey, please feel free to contact me ([phone number] or [email]), or Dr. Carolyn Layzer at Abt Associates (617.520.3597 or Carolyn_Layzer@abtassoc.com). For questions or concerns about your rights as a participant in this evaluation, please call Abt's Institutional Review Board at 877-520-6835.

[Insert your name]

[Insert your role in your agency]