



**Supporting  
Statement for OMB  
Clearance Request**

**Attachment S:  
Intermediate  
Follow-up Survey  
Email Reminder**

**National and Tribal  
Evaluation of the 2<sup>nd</sup>  
Generation of the Health  
Profession Opportunity  
Grants (HPOG)**

0970-0462

April 2019  
Revised June 2020

*Submitted by:*  
Office of Planning,  
Research & Evaluation  
Administration for Children & Families  
U.S. Department of Health  
and Human Services

*Federal Project Officers:*  
Nicole Constance, Hilary Bruck, and  
Amelia Popham

## Primary Email Text: Previously Approved Text with Revisions

Dear [NAME],

Hello! We have been trying to reach you by telephone to ask you to participate in a survey as part of the Health Profession Opportunity Grants (HPOG2.0) National Evaluation impact study. Your input is very important. We would like to schedule an appointment to talk to you. We realize your time is valuable, so you will receive a gift certificate for \$45 as a token of our appreciation. The interview should last about 55 minutes.

The Administration for Children and Families in the U.S. Department of Health and Human Services funded the Health Profession Opportunity Grants Impact study. When you applied to [PROGRAM NAME], you agreed to take part in this study.

I would like to schedule an appointment to complete the interview at a time that is convenient for you. Please respond to this email or call me at [XXX-XXX-XXXX]. Use this ID number to locate your record: [ABTID]. I would also be happy to answer any questions you may have about the survey.

Thank you in advance for your time and assistance with this study.

The Paperwork Reduction Act Burden Statement: 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. The OMB control number for this collection is 0970-0462 and it expires 07/31/2022. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Gretchen Locke at [Gretchen\\_Locke@abtassoc.com](mailto:Gretchen_Locke@abtassoc.com); Attn: OMB-PRA (0970-0462).

## Alternative Email Text: for use in-person data collection is not possible during the fielding period

Dear [NAME],

Hello! We have been trying to reach you by telephone to ask you to participate in a survey as part of the Health Profession Opportunity Grants (HPOG2.0) National Evaluation impact study. Your input is very important. We would like to schedule an appointment to talk to you by phone.

[IF EMAIL: I / IF LETTER: We] want you to know that because of the COVID-19 outbreak and associated social distancing guidelines, we changed our interview procedures. To reduce health safety concerns, we will not be conducting in-person interviews. We are only conducting interviews by telephone. Your input is very important, and [IF EMAIL: I / IF LETTER: one of our interviewers] would like to schedule an appointment to talk by phone. We realize your time is valuable, so you will receive a gift certificate for \$45 as a token of our appreciation. The interview should last about 55 minutes.

[IF EMAIL: I / IF LETTER: We] would like to complete the interview over the phone at a time that is convenient for you. Please [IF EMAIL: respond to this email or] call to schedule an appointment at [xxx-xxx-xxxx]. Use this ID number to help me locate your record: [ABTID]. I would also be happy to answer any questions you may have about the survey.

Thank you in advance for your time and assistance with this study. We hope that you and your family stay safe and healthy.

Sincerely,

[IF EMAIL: Interviewer Name] / [IF LETTER: SURVEY DIRECTOR]

*Paperwork Reduction Act (PRA) Statement: Your participation in this information collection is voluntary. 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. The OMB control number for this collection is 0970-0462 and it expires 07/31/2022. If you have comments regarding this collection of information, including suggestions for reducing this burden, please send them to Gretchen Locke 10 Fawcett St. Cambridge, MA 02138; Attn: OMB-PRA (0970-0462).*