

ATTACHMENT A

PREP STUDIES OF PERFORMANCE MEASURES  
AND ADULTHOOD PREPARATION SUBJECTS

TEXT FOR INITIAL AND FOLLOW-UP EMAILS TO GRANTEEES

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## **Text for Initial and Follow-up Emails to Grantees**

### **Initial email from FYSB**

PREP Grantees:

FYSB is welcoming input from grantees on how you are using performance measures (or plan to use them) and which measures are most useful to you, your subawardees (if any), your evaluator, your partner organizations, or others who may use the measures or consider doing so in the future.

You will soon be receiving an email invitation from our contractor, Mathematica Policy Research, to complete a brief, 15-minute inquiry online. We urge you to take some time to complete the survey and provide your feedback on the performance measures. The information collected through this inquiry will be used to provide feedback on the measures and how data collected are or will be utilized. Your participation is voluntary and the information you provide will be kept private.

Thank you for your time in contributing to this valuable effort.

Sincerely,  
FYSB

unless it displays a currently valid OMB control number. The OMB number for this information collection is 0970-0356 and the expiration date is 03/31/2018.

## **Invitation email from Mathematica**

PREP Grantees:

[Last week/earlier this week] you received an email from FYSB notifying you that we would be reaching out to you to request your participation in a brief inquiry on the usefulness of the performance measures. FYSB is interested in hearing from our grantees how data from the performance measures on the youth entry and exit surveys are used (or plan to be used) by you, your subawardees (if any), your evaluator, your partner organizations, or others who may use the measures or consider doing so in the future.

Please click on the user-specific link below and enter the password to access the web-based survey:

**URL: [INSERT USER-SPECIFIC URL]**

**Password: [INSERT HERE]**

Please complete the survey by **[INSERT DATE]**. The form takes approximately 15 minutes to complete. The information collected through this inquiry will be used to provide feedback on the measures and how data collected from them are or will be utilized. Please note that while you may consult with others to complete the survey, only one survey is to be completed. Please do not share the URL and password with others.

Participation is voluntary, but we hope you will take a few minutes to provide your thoughts on the performance measures. The information you provide will be private your name and program will not be attached to the information you provide. Responses to the survey will be combined with those from other grantees and information will be reported at the aggregate level. No one at FYSB will know which grantees provided information and participation in the data collection request has no impact on funding.

If you have any questions or any difficulty accessing the survey, please contact Melissa Thomas, Mathematica's Survey Director, toll-free at XXX-XXX-XXXX between 9 a.m. and 5 p.m. Eastern Time, Monday-Friday.

Thank you for your time in contributing to this valuable effort.

Sincerely,  
Mathematica Policy Research

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## **Reminder email from FYSB**

Dear Grantee,

This is a reminder to please complete the inquiry on the usefulness of PREP performance measures. If you have already completed the survey, thank you for your participation and please disregard this reminder.

If you have not yet completed the survey, we urge you to please do so by **[INSERT DATE]**. The survey takes approximately 15 minutes to complete. The invitation to complete the survey which included a link to the survey along with a password, was sent by [INSERT NAME] on [INSERT DATE]. Your participation is voluntary and the information you provide will be kept private.

If you have any questions or any difficulty finding the survey link and password or accessing the survey, please contact Melissa Thomas, Mathematica's Survey Director, toll-free at XXX-XXX-XXXX between 9 a.m. and 5 p.m. Eastern Time, Monday-Friday.

Thank you for your time.

Sincerely,

FYSB

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## **Reminder email from Mathematica**

Dear Grantee,

This is a reminder to complete the inquiry on the usefulness of PREP performance measures by [INSERT DATE]. To complete the survey online, please click on the link below and enter your password. Your participation is voluntary and the information you provide will be kept private.

**URL: [INSERT USER-SPECIFIC URL]**

**Password: [INSERT HERE]**

The survey takes about 15 minutes to complete. If you have any questions or any difficulty accessing the survey, please contact Melissa Thomas, Mathematica's Survey Director, toll-free at XXX-XXX-XXXX between 9 a.m. and 5 p.m. Eastern Time, Monday-Friday.

Thank you for your time in contributing to this valuable effort.

Sincerely,  
Melissa Thomas  
Survey Director  
Mathematica Policy Research

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