

**Initial Email to Program Directors Introducing Site Visits- Virtual
Human Services Programs in Rural Contexts Study**

To: [Program director or designee]

From: [The study team]

Subject: Introduction Email to Program Directors for the ACF Human Services Programs in Rural Contexts Study

Greetings,

You are receiving this email because you have been identified as the project director of a [insert human services program] in [location]. The Administration for Children and Families' (ACF) Office of Planning, Research, and Evaluation and the Health Resources and Services Administration (HRSA) are funding a study to improve the understanding of how human services programs meet their specified goals in rural communities. Rural contexts present unique opportunities and challenges for administering human services programs, and ACF and HRSA are seeking to better understand these contexts for programs including Healthy Marriage and Responsible Fatherhood (HMRF); Temporary Assistance for Needy Families (TANF); Health Profession Opportunity Grants (HPOG); and Maternal, Infant, and Early Childhood Home Visiting (MIECHV), as well early childhood development programs, family development programs, employment programs, and higher education and technical training programs being funded in the community. This study, called the *Human Services Programs in Rural Contexts Study*, will document specific needs, capacity (e.g. funding, staff, technology, physical resource/materials, partnerships, etc.), service delivery, technical assistance, data, lessons learned, and recommendations from human services programs and non-profit or partner organizations in rural communities. Your community's participation will provide an opportunity to help shape the broader understanding of rural human services, and also afford your community the chance to engage in webinars and other convenings with other rural communities to share and explore best practices.

The independent research firms of 2M Research Services and the Urban Institute (the study team), will be conducting 12 virtual site visits to speak with up to 20 individuals, including leadership and staff from human services programs and representatives of non-profits or partner organizations, in each community. We will conduct these interviews virtually using WebEx (if you have access to internet capabilities) or by telephone (if you do not have access to internet capabilities). Data from these interviews will be aggregated in a final report to be shared with ACF and HRSA and used in publications and conference presentations. All information from the virtual site visits that can identify you will be kept private and only the study team will have access to your information. We hope you will be willing and able to assist us in determining the individuals whom it would be best to speak with in these interviews.

We would like to set up a time to speak for 30 minutes and discuss this study, the assistance we will need from you for logistics, and the next steps. Below are 3 days and times for a call in the next week to discuss this virtual site visit. Please let me know which one works best for you.

Option 1: (day and time)

Option 2: (day and time)

Option 3: (day and time)

Thank you for your consideration in working with us on this important study

Sincerely,

[OPRE-MCHB signatures.

Project Director signature.

Co-Principal Investigator signatures]