

EMAIL 2: Grantee survey invitation email

Subject: Family and Youth Services Bureau (FYSB) grantee COVID survey invitation



Dear [GranteeContact_FirstName1 and GranteeContact_FirstName 2],

Thank you in advance for your participation in the Family and Youth Services Bureau (FYSB) grantee COVID survey. This survey is intended to collect information about how the COVID pandemic is affecting grantees' ability to provide programming to youth and complete project activities and to inform FYSB guidance and training and technical assistance. Survey participation is voluntary.

The survey is estimated to take 15 minutes to complete. We ask that you please complete the survey by [DATE]. We appreciate your timely response to the survey so that FYSB can quickly incorporate the responses into their guidance. We recommend that the person who completes this survey is someone familiar with program activities across the sites and how the various sites have been impacted by COVID-19, such as a Project Director or Main Point of Contact for the grant. If that person will not be available to complete the survey by [DATE] we recommend designating someone else who can complete the survey by the due date.

Please click on the grant-specific link below to access the web-based survey.

[IF flag for multiple grants =1:]

[The link below is for your [fill grant year and grant type] grant. Please answer all questions thinking about that grant. If you have multiple grants, you will receive a separate email with a specific link for your other grant.]

IMPORTANT NOTE: You can share this link with anyone helping complete the survey, but to avoid overwriting responses ***no more than one respondent should be in the survey at once.***

URL: [INSERT GRANTEE AND GRANT-SPECIFIC URL]

Survey responses will be linked only to the reporting grantee and not to any individuals who complete the survey. In addition, Mathematica may share with FYSB the survey responses, and FYSB may, in turn, share this data with another FYSB contractor that supports the grant program.

If you have any questions while completing the survey, please do not hesitate to contact us at covidsurvey@mathematica-mpr.com or 844-919-0173. Thank you!

Sincerely,

A handwritten signature in black ink, appearing to read 'Melissa Thomas', with a stylized flourish at the end.

Melissa Thomas

Survey Director, Mathematica