

## **Appendix D**

### **Advance Letter/Email**

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[Date]

[SUA Contact Name]

[Address line 1]

Address line 2

[City, State Zip]

Dear [SUA Contact Name]:

We need your help with an important survey sponsored by the Administration for Community Living (ACL). ACL is conducting a new evaluation of how the Aging Network operates and what approaches agencies use for measuring the effectiveness of the services they provide. ACL has partnered with Mathematica, USAging, and ADvancing States to conduct this survey.

We are reaching out to you with two requests:

1. **Could you please complete the survey on behalf of your State Unit on Aging when you receive the email invitation next week from [STUDY EMAIL ADDRESS]?** The survey will be available online and will take about 15 minutes to complete. It asks questions about forming partnerships with other organizations, how COVID-19 may have impacted those partnerships, and return on investment.
2. **Could you please encourage Area Agencies on Aging (AAA) in your state to take part in the survey?** In about two weeks, we will be sending out email invitations to AAAs asking them to complete the survey as well.

The input of SUAs, AAA, and OAA Title VI Native American tribal organizations is very important to helping us learn more about how agencies and organizations in the Aging Network work together and measure return on investment.

If you have any questions, please email [STUDY EMAIL ADDRESS] or call Mathematica's toll-free number: XXX-XXX-XXXX. We look forward to your participation. Thank you for your help.

Sincerely,

*---insert signature image here---*

Mindy Hu

Survey Director

Mathematica

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 information collection is 0985-New. Public reporting burden for this information collection is estimated to average 15 minutes per response. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Administration for Community Living/Administration on Aging, Washington, DC 20201 Attn: Caryn Bruyere, 202-795-7393.