

**EMAIL 1: Grantee interview advance email**

Subject: Virtual Interview, Sexual Risk Avoidance Education National Evaluation

Dear [GranteeContact\_FirstName1 and GranteeContact\_FirstName2],

We are contacting you on behalf of the Family and Youth Services Bureau in the Administration for Children and Families (ACF), U.S. Department of Health and Human Services. We want to let you know about the upcoming data collection that is part of the Sexual Risk Avoidance Education National Evaluation (SRAENE).

ACF has contracted with Mathematica to conduct a nationwide descriptive study of SRAE grantees. This component of the study complements the web survey administered in fall 2020 about your programming during the pandemic and will collect more detailed information about how the pandemic affected your workplace, workforce, programming, and youth engagement. The interview will also ask about how the pandemic may affect future programming. The online interview is conducted through a site called QualBoard, where you can log in and answer questions at your convenience. The information collected through these interviews will help ACF understand the impact of the COVID-19 pandemic on grantees and their programming between fall 2020 and spring 2021 and learn more about plans for fall 2021. This information will help ACF to identify needs for training and technical assistance for grantees.

Unlike other kinds of data collection from SRAE grantees, such as performance measures, this information will only be used to describe SRAE programming during the pandemic and beyond, and will not be used to assess individual grantee performance.

We will begin reaching out to grantees on a rolling basis to complete their interviews over the next few weeks. When it is time to begin your interview, you will receive an email reminder from Mathematica and an invitation from Qualboard, the online interview platform. We recommend that the grant administrator or program director complete the interview. The interview will take about 45-minutes, and you can complete it in multiple sessions if that is more convenient for you.

If you have any questions about the upcoming interview, contact us at [SRAETA@mathematica-mpr.com](mailto:SRAETA@mathematica-mpr.com) or 844-919-0173. Thank you!

Sincerely,

Susan Goerlich Zief  
*Project Director*

**\*\*OMB Control #: 0970 - 0531; Expiration Date 07/31/2022\*\***

Appendix A. Grantee Email Invitations

**EMAIL 2: Grantee interview invitation email**

Dear [GranteeContact\_FirstName1 and GranteeContact\_FirstName2],

Thank you in advance for participating in the SRAE Grantee COVID-19 Interview.

You should have received an email from Qualboard today with a link to begin your interview. The interview has questions about how the COVID-19 pandemic impacted grantees and their programs.

The interview will take about 45-minutes, and you can complete it in multiple sessions if that is more convenient for you. You may receive additional email notifications from Qualboard if we have any follow-up questions.

As a reminder, your responses will only be used to describe SRAE programming during the pandemic and beyond and will not be used to assess individual grantee performance.

Please contact us as soon as possible if you have any questions, or if you did not receive your interview invitation from Qualboard. We can be reached at [SRAETA@mathematica-mpr.com](mailto:SRAETA@mathematica-mpr.com) or at 844-919-0173. Thank you!

Sincerely,

Susan Goerlich Zief  
*Project Director*

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