

Appendix D. Survey Reminder Email to CCDF Lead Agencies

SUBJECT: REMINDER: Complete ACF Survey on ECE Supply-Building & Sustainability

Dear [Administrator1FirstName],

We recently invited you to complete a web survey on the child care and early education supply-building and sustainability efforts that your CCDF Lead Agency is administering or funding. Your response is important so we can document and share the important work being done to build and sustain the supply of care in [state/territory].

Please complete the survey by **[INSERT DATE]**.

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

[INSERT GRANTEE AND GRANTEE-SPECIFIC URL]

IMPORTANT NOTE: This survey link is unique to your agency. Only one response should be submitted. You can forward this link to a Co-Administrator or designated staff member at your agency who may be better suited to complete the survey on behalf of your agency, but to avoid errors **no more than one person should respond**.

The survey is estimated to take about 30 minutes. Part of the survey may require input from other staff in your agency who have additional knowledge of supply-building and sustaining initiatives. If needed, the survey can be completed in multiple sessions by returning to the survey using the same URL included in this email below.

Your participation is voluntary, but we hope you will participate to help inform and strengthen future efforts to build and sustain the supply of child care and early education for children from birth through age 12. If you have any questions about the survey, would like to see a copy of the questions before you begin, or believe that someone else in your agency is better suited to complete the survey, please contact us at CCEEsupplybuilding@urban.org or (202)261-5357.

Sincerely,

Gina Adams

Principal Investigator

Understanding Supply-Building and Sustainability Efforts of the Child Care and Early Education (CCEE) Market

Urban Institute

This information collection is voluntary. 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 number and expiration date for the described collection are OMB #0970-0356, Exp: 2/29/2024. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Urban Institute, 500 L'Enfant Plaza SW, Washington, DC 20037.