

Appendix C. Survey Invitation Email to CCDF Lead Agencies

SUBJECT: ACF Survey on ECE Supply-Building & Sustainability

Dear [Administrator1FirstName] [Administrator2FirstName],

The Urban Institute is gathering information from CCDF Lead Agencies to learn more about child care and early education supply-building and sustainability efforts that states and territories are administering or funding. We invite you to participate in this web survey to share information about the important work you are doing.

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.

What's involved? The web survey is estimated to take about 30 minutes. Part of the survey may require input from staff at 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.

Who is doing this study? The Office of Planning, Research, and Evaluation (OPRE) within the Administration for Children and Families (ACF) contracted with the Urban Institute, a nonprofit, nonpartisan research organization based in Washington, DC.

Who will see my responses? Your survey responses will be maintained with the identity of your agency and shared within ACF. Some findings that do not identify specific agencies may be made public. We believe that the risks of participating are small; however, it is important to note that because responses will be maintained with the identity of agencies, ACF will have access to your responses and will know which agencies did not participate. Choosing to not participate will not impact any support or funding your agency currently receives from ACF. If you choose to participate, you can decline to answer specific questions. Additionally, your answers will not impact any support or funding you currently receive from ACF.

Please click on the link below to access the web-based survey. Please complete the survey by [INSERT DATE].

[INSERT LEAD AGENCY-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.***

We are attaching a letter of support from the Office of Child Care. 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.