

Affordable Housing and Supportive Services Demonstration

Outreach email/letter to focus group participants

Greetings,

[PROGRAM] recommended we reach out to you about participating in a focus group for the Affordable Housing and Supportive Services Demonstration. The Administration for Children and Families (ACF) at the U.S. Department of Health and Human Services is interested in learning about the experiences of individuals and families living in communities that received funding from the Affordable Housing and Supportive Services Demonstration such as [PROGRAM].

We are inviting you and a few others involved with the [PROGRAM] to tell us more about the services available in your housing community and your experiences with them. We are interested in hearing about the availability of services and how residents are able to access them. We would also like to learn how the services have supported you or your family.

The focus group will last about 90 minutes and be [at location] on [date/time]. We are grateful for your participation, and as a token of our appreciation, you will receive \$50 for your participation in the focus group.

Your participation in this focus group is completely voluntary. You do not have to attend the focus group. If you do attend the focus group, you can leave at any time, and you are not required to answer any questions. The study team will keep information about you private—we will not link any information you share to your name in reports or other materials. Also, the information you share during the focus group will not affect your eligibility for any of the services you receive here. We have attached a study information form that provides more information on the study we are conducting and participation in the focus group. We will review this together before the focus group begins on [date].

If you would like to participate in the focus group [on zoom/at location] on [date/time], please respond to this email or contact [name, title] at [phone]. If you have questions or would like more information, please feel free to call [name, title] at [phone] or email me at [email]. If you have questions or concerns about your rights as a research participant, you can call the UMKC Research Compliance at 816-235-5927.

Sincerely,

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 #: 0970-0628, Exp: XX/XX/XXXX.