Affordable Housing and Supportive Services Demonstration

Outreach email/letter to interview participants

Greetings,

I am [working with OCS and UMKC] and am part of a research team conducting a study about the Affordable Housing and Supportive Services Demonstration that you have been working with through [organization's name]. 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 interview will last about 90 minutes and be virtually 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 interview.

Your participation in this interview is completely voluntary. You do not have to attend the interview. If you do attend the interview, 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 interview 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 interview. We will review this together before the interview begins on [date].

If you would like to participate in the interview [on zoom/at number] on [date/time], please contact [name, title] at [phone]. If you have questions or would like more information, [name, title] can schedule a brief call with the study team before the interview. 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: 10/31/2027.