

APPENDIX J

SUSTAINABILITY SURVEY OUTREACH EMAILS

APPENDIX J: SUSTAINABILITY SURVEY EMAILS

RPG Sustainability Survey: Advance Email

From: RPG Study Team (RPGSurveys@mathematica-mpr.com)

Subject: The Regional Partnership Grant Program Sustainability Survey Is Coming Soon!

Attachments: None

Dear [FIRST_NAME] [LAST_NAME]:

Mathematica will soon launch the RPG Cross-Site Evaluation sustainability survey. Mathematica is conducting the survey on behalf of the Children's Bureau (CB) within the U.S. Department of Health and Human Services, Administration for Children and Families. You have been selected to participate in the survey based on your work on [RPG_NAME]. Participation is voluntary; however, your participation is crucial to give the CB a clear picture of sustainability planning in RPG-funded programs. This survey will take approximately 20 minutes to complete. In a few weeks we will follow up with an email invitation to complete the survey online.

You were identified as an individual with knowledge about sustainability planning for [RPG_NAME]. If this information is incorrect, please reply to this email or call our team at 855-558-5528 so that we can update our records. You may also contact our team at any time if you have questions.

Thank you in advance for your participation,

Lauren Maul

Survey Director

Email: RPGSurveys@mathematica-mpr.com

Telephone: 855-558-5528



APPENDIX J: SUSTAINABILITY SURVEY EMAILS

RPG Sustainability Survey: Email to Grantees Requesting Assistance

From: RPG Study Team (RPGSurveys@mathematica-mpr.com)

Subject: Please Help Get the Word Out About the RPG Sustainability Survey

Attachments: Frequently Asked Questions

Dear [FIRST NAME] [LAST NAME],

Participation in the RPG sustainability survey continues to grow, but we could use your help reminding those who have not yet completed the survey to do so, and thanking those who have. The survey is critical to our national cross-site evaluation by providing a systematic picture of improvement activities and planning for sustainability.

As of today, not all of the staff you nominated have participated (we are unable to tell you who has done so in order to protect their privacy). Could you please send an email reminder, post a flyer on a bulletin board, or make an announcement at a meeting to thank those who have already participated and request that others do so?

For your convenience we have attached answers to frequently asked questions. You or those nominated for the survey are welcome to contact our team at any time at RPGSurveys@mathematica-mpr.com or 855-558-5528.

Thank you in advance for your assistance. Your efforts will ensure a successful survey.

Sincerely,

Lauren Maul

Survey Director

Email: RPGSurveys@mathematica-mpr.com

Telephone: 855-558-5528



Public reporting burden for the described collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Mathematica, 1100 First Street NE, 12th Floor, Washington, DC, 20002, Attn: Angela D'Angelo, RPG Project Director. Email Address: RPGHelpDesk@mathematica-mpr.com. Attn: OMB-PRA (0970-0527). Do not return the completed form to this address.

APPENDIX J: SUSTAINABILITY SURVEY EMAILS

RPG Sustainability Survey: Invitation Email

From: RPG Study Team (RPGSurveys@mathematica-mpr.com)

Subject: Please Complete the Regional Partnership Grant Program Sustainability Survey

Attachments: Frequently Asked Questions

Dear [FIRST_NAME] [LAST_NAME],

Mathematica is conducting the RPG sustainability survey as part of the national cross-site evaluation of the RPG program. Selected representatives from all 27 RPG grantees are invited to complete this survey to get a systematic picture of improvement activities and planning for sustainability (meaning the continued implementation of a service or program after a defined period of time).

Please visit this website [embed web link] to complete the survey online. It will take approximately 20 minutes to complete.

Attached is a frequently asked questions document that provides additional details about the evaluation and the sustainability survey.

If you have questions or need assistance, please contact the study team at RPGSurveys@mathematica-mpr.com or 855-558-5528.

Sincerely,

Lauren Maul

Survey Director

Email: RPGSurveys@mathematica-mpr.com

Telephone: 855-558-5528



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RPG Sustainability Survey: Reminder Email

From: RPG Study Team (RPGSurveys@mathematica-mpr.com)

Subject: Reminder – Please Complete the RPG Sustainability Survey

Attachments: None

Dear [FIRST_NAME] [LAST_NAME],

This is a friendly reminder to complete the sustainability survey for the RPG Cross-Site Evaluation if you have not already done so. Your participation is critical to understanding improvement activities and planning for sustainability (meaning the continued implementation of a service or program after a defined period of time). Please visit this website [embed web link] to complete the survey online.

If you have questions or need assistance, please contact the study team at RPGSurveys@mathematica-mpr.com or 855-558-5528.

Thank you for your time and participation in this important study!

Sincerely,

Lauren Maul
Survey Director

Email: RPGSurveys@mathematica-mpr.com

Telephone: 855-558-5528



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RPG Sustainability Survey: Thank You Email

From: RPG Study Team (RPGSurveys@mathematica-mpr.com)

Subject: Thank You for Participating!

Attachments: None

Dear [FIRST NAME] [LAST NAME]:

Thank you for participating in the RPG sustainability survey!

We sincerely appreciate you taking the time to participate in this important evaluation and making the sustainability survey a success. Your insights will help us and the Children's Bureau better understand the organizations implementing RPG-funded programs and their plans for sustainability.

Sincerely,

Lauren Maul

Survey Director

Email: RPGSurveys@mathematica-mpr.com

Telephone: 855-558-5528

