

Attachment A

Project Director Interview Invitation Email

Dear [PROJECT DIRECTOR],

The Evidence Building Support (EBS) Team is pleased to continue the opportunity to work with you and provide evaluation technical assistance for [GRANTEE PROGRAM NAME]'s project under the Rehabilitation Services Administration's (RSA) 84.421F Disability Innovation Fund (DIF) grant.

I am writing to invite you to participate in a 90-minute virtual interview.

The EBS Team will develop an annual evidence report to provide meaningful information to RSA about how individual grantees and the overall 84.421F DIF program are making progress towards program goals. The interview will gather information about your project implementation progress, challenges and adaptations, evaluation activities, barriers, and changes over time. We also hope to gain insights into the project not captured through performance data. The EBS Team will synthesize information gathered from you and other grantees along with the information from these interviews to prepare the Annual Evidence Report for RSA. This will combine evidence across the grantee programs for RSA. The attached information sheet provides additional important information on the interview topics and process.

To schedule the virtual interview by Microsoft Teams, please respond to this email and indicate your general availability for the next 3 weeks in the table below, including your time zone. For example, if you are available on Tuesday, May 13 from 2pm-6pm MT, please write "2pm-6pm MT" in the Tuesday box on the first row of the table. The more availability you can provide as options below, the easier it will be to schedule. We will follow up with the meeting link for the scheduled date and time.

Week	Monday	Tuesday	Wednesday	Thursday	Friday
[insert]					
[insert]					
[insert]					

We are looking forward to speaking with you. If you have any questions, please do not hesitate to contact me. I can be reached at EBS@Westat.com and [PHONE NUMBER].

Sincerely,

EBS Team

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 18xx-xxxx. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is voluntary. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact Diandrea Bailey, PhD, U.S. Department of Education, Office of Special Education and

Rehabilitative Services, Rehabilitation Services Administration, 400 Maryland Avenue SW, Room 4B238, Washington, DC 20202-2800 directly.