

Appendix B.

Dear Colleague,

ORR is working to develop a resource guide for [insert name of program]. These resource guides will include program-specific information and resources, including templates, sample documents, lessons learned, and best practices.

ORR is requesting your voluntary participation in the data collection portion of the guide's assembly. More specifically, if you are willing, please complete the attached questionnaire and return it, along with any templates or other supporting documents, to [name] by [date].

Again, please note that participation in this effort is **fully voluntary** and is **not** a requirement of your ORR award's stipulations or reporting requirements.

Additionally, any information submitted may be included in the resource guide and shared with other ORR grantees. Please do not include any data, including personal data or information that could be used to identify participants in your response, that should not be shared.

Thank you in advance for any assistance.

Sincerely,

[PO name]