

Dear [Program Director/Program Manager],

As you may remember, the Urban Institute is currently leading the *Center for Supporting Research on CCDBG Implementation*, funded by the Office of Planning, Research and Evaluation in the Administration for Children and Families, U.S. Department of Health and Human Services. As part of the project, the Urban Institute is also engaging in a data collection to study how the planning process unfolds for grantees and the benefits and challenges of the two-stage grant structure. For this data collection, the Urban Institute is interested in understanding your perspectives towards the grant process, your motivations for applying, and how the planning period has helped build your research capacity. The information collected will be used for internal planning purposes to guide ACF's future research activities. Thank you again for taking the time to speak with us last year about your experiences so far with the planning grant.

We are writing today to invite you to speak with us again, to reflect on your planning grant experiences. If you agree to participate, we would like to schedule a voluntary phone interview with you and a small group of your program staff involved in managing project and external evaluation partners. This call will last approximately last 60 minutes.

While your participation in this study is completely voluntary and has no bearing on your eligibility for funding, we hope you will agree to participate so that we can learn from your unique experience. Our research team is prepared to coordinate as much of the scheduling and logistics as possible to reduce the burden on you and your staff.

Please reply back to this email to confirm your participation in this study, and we can work to schedule the interview. We will follow-up with a phone call if we do not hear from you in the next week. In the meantime, if you want to contact us, please feel free to respond to this e-mail message or call me at (202) 261-5319, or Task Lead Heather Sandstrom at (202) 261-5833. Thank you for your cooperation, and we look forward to speaking with you soon.

Best,

Tyler Woods

This information collection is voluntary and will be used for internal planning purposes to guide ACF's future research activities. 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 for this collection is 0970-0356 and expires 03/31/2018.