

Dear [Program Director/Program Manager],

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. The Center seeks to support grantees throughout their 18-month planning grant, supporting them as they form research partnerships, build research capacity, design rigorous research and evaluation studies, and apply for implementation grant funding. As part of the project, the Urban Institute will also engage in a data collection to study how the planning process unfolds for grantees and the benefits and challenges of the two-stage grant structure. We are writing to invite you to participate in a voluntary phone interview to share your experiences.

For this data collection, the Urban Institute is interested in understanding your perspectives towards the grant process, your motivations for applying, and the value or drawback of having a planning grant. The information collected will be used for internal planning purposes to guide ACF's future research activities.

If you agree to participate, we would like to schedule a phone interview with a lead spokesperson from your project, such as the project director or project manager. Other partners and team members are also welcome to join the phone call. 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 new 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.