

Appendix D Study Notification from Regional Offices to State Agencies



State Agency Director
[Organization Name]
[Address]

Dear [State Agency Director],

The United States Department of Agriculture's (USDA's) Food and Nutrition Service (FNS) is conducting a research study of Administrative Review and Training (ART) grants through a contract with Abt Associates and Insight Policy Research. This study will help FNS understand the effects of the ART grant interventions on program integrity and administrative procedures, examine long-term sustainability of grant-funded activities and describe challenges to ART grant implementation and sustainability.

I am writing to request your participation. Specifically, the study team would like to interview a representative from your State Agency who was involved in planning or implementing the ART grant and are knowledgeable about the goals and outcomes of the grant. The interview will take approximately 60 minutes.

During the interview, you will be asked to recommend five School Food Authorities (SFAs) to be contacted for interviews regarding the projects funded with ART grants. Prior to the interview, please consider who would be the three best SFAs to contact, as the other two will serve as alternates

A study team member will contact you shortly to provide further details about the interview and answer any of your questions. If you have specific questions about the study itself, please contact the FNS study director, Conor McGovern, via email at conor.mcgovern@fns.usda.gov.

Thank you in advance for your assistance.

Sincerely,

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0524. The time required to complete this information collection 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-0524). Do not return the completed form to this address.