# Appendix E Follow-up E-mail from Study Team to Selected State Agencies

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State Agency Director

[*Organization Name*]

[*Address*]

Dear [*State Agency Director*],

We enjoyed talking with you on [date] about your Administrative Review and Training (ART) grant project. You provided us with a set of rich and thoughtful answers to the questions as well as helpful feedback. As a result, your State is among the sub-set of State Agencies selected to provide additional information to assist future ART grantees.

The questions we will ask during our follow-up interview scheduled on [date] at [time] are attached.

You won’t need to prepare answers for us but may want to collect any documentation necessary to help you answer the interview questions. Topics we’ll cover in the interview include: 1) outcomes (anticipated and realized), 2) challenges, 3) sustainability and 4) lessons learned. Some of the questions will be familiar to you. Questions will be skipped if you’ve already shared answers to or if they are not relevant to your project. We anticipate the interview will take approximately 60 minutes.

We look forward to learning more in-depth information about your grant project. If a schedule conflict occurs, please let us know and we can reschedule.

Thank you again for your participation. Please contact me if you have any questions.

Sincerely,

René E. Nutter

ART Study Project Director

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.