

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



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

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