

DATE: May 2, 2017

TO: Steph Tatham  
Office of Information and Regulatory Affairs, Office of Management and Budget

FROM: Laura Hoard  
Office of Planning, Research and Evaluation, Administration for Children and Families

SUBJECT: Nonsubstantive change request to make minor updates to recruitment letters for the Project LAUNCH Cross-Site Evaluation (0970-0373)

This nonsubstantive change request is to update previously approved recruitment letters to key informants (Attachment W) for the Project LAUNCH Cross-Site Evaluation (0970-0373). The minor changes include the following:

1. Changing the name of the secondary MSE contact person from David Rein (who is no longer on the project) to Shannon TenBroeck (Project Manager),
2. Removing the request to speak with the key informant prior to the data collection and instead just providing contact information in the case of specific questions, and
3. Streamlining the key informant letter for Project LAUNCH Community Project Directors by removing the brief explanation of Project LAUNCH. The brief explanation is unnecessary for this group because they are directing the LAUNCH efforts within their community.

Attachment:

Attachment W – Project LAUNCH Recruitment Materials for Key Informant Interviews on Systems Change