

Dear [Program Director/Program Manager],

As you may remember, 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. As part of the project, the Urban Institute is also engaging in a data collection to study how the planning process unfolds for grantees and the benefits and challenges of the two-stage grant structure. Thank you again for taking the time to participate in phone interviews about your experiences so far with the planning grant.

We are writing today to invite you to speak with us again, to reflect further on your experiences with and views on the two-phase grant structure. If you agree to participate, we would like to schedule a small group discussion with grantees during the Child Care and Early Education Policy Research Consortium (CCEEPRC) meeting being held in Washington, DC in March 2018. If you are not planning to attend CCEEPRC this year, please forward this invitation to a colleague from your organization attending the meeting who is involved in the planning grant and might be interested in participating.

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 in the group discussion 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 team.

Please reply back to this email to confirm your participation in this study, and we can provide further details on scheduling the group discussion. 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