

## Appendix C

### EMAIL TEMPLATE: EVALUATION PLAN

Subject: Evaluation Plan Template and Instructions Now Available for HMRE Grantees

Dear [Project Director and Local Evaluator],

The Administration for Children and Families Office of Family Assistance (OFA) requires all Healthy Marriage and Relationship Education (HMRE) grantees with local evaluations funded by OFA to submit a local evaluation plan. As you may know, the Mathematica team has a contract with the Office of Planning, Research, and Evaluation to provide technical assistance to HMRE grantees who are conducting a local evaluation.

To help your team develop your evaluation plan, we have attached two documents to this email: (1) the local evaluation plan template, into which you can enter your plan directly without having to use any other document, and (2) the local evaluation plan template instructions, which have tips on how to structure your evaluation plan so it is comprehensive and demonstrates a strong research design.

Please email your evaluation plan to your Federal Program Specialist (FPS) and your Evaluation Technical Assistance Partner (ETAP) whenever it is ready, but no later than [DATE]. For consistency, please use this naming convention when you submit your plan: LclEvPlan[Grantee Name\_MM.YYYY]. Please send a Word version of the document, not a PDF. Please remember that in order to proceed with implementing your evaluation, OFA must approve your evaluation plan by the end of the planning period. Your FPS will be in contact with you throughout the planning period and will notify you when your evaluation plan is approved.

Thank you,

NOTE: The Paperwork Reduction Act Statement: The described collection of information is voluntary and will be used to gather information about the healthy marriage-relationship education grantees with proposed local evaluations. Public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for this collection are OMB#: 0970-0356, Exp: 06/30/2021. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Robert Wood; rwood@mathematica-mpr.com.