

## Appendix I: Proposed cover email to respondents

To: <survey respondent>  
Subject: Learning from the pandemic: Share your insights about <insert topic per instrument titles>

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Thank you for engaging with Project SPARK (Supporting Partnerships to Advance Research and Knowledge) to help your agency adapt to disruptions brought on by the COVID-19 pandemic. The goal of Project SPARK generally is to equip state and local TANF programs with tools and skills to be better users and producers of evidence. We are conducting a series of short surveys on a variety of topics to learn how your agency has adapted to address challenges for both staff and customers during this public health crisis. This is the <number> of seven planned surveys. Each survey begins with the same four background questions, followed by a unique set of themed questions. Responding to this survey should take no more than 10 minutes. Please click the link below or copy and paste the URL into your preferred web browser to respond to the survey.

**<insert link to survey here>**

Providing information is completely voluntary. We are not collecting your name or identity as part of these surveys and all individual responses collected will be kept private to the extent permitted by law. Responses will help us improve the technical assistance we provide to programs—both the type of information we provide and the way we provide it—so please be candid. Should you have any questions about this survey or about Project SPARK generally, please contact Michelle Derr, Project SPARK director, at 202-484-4830 or [mderr@mathematica-mpr.com](mailto:mderr@mathematica-mpr.com) with any questions.

Thank you for your time and participation!