

## Appendix A

### EMAIL TEMPLATE: PROJECT IMPACT RAPID-CYCLE LEARNING PLAN TEMPLATE – INITIAL SUBMISSION

Subject: Project Impact Rapid-Cycle Learning Plan Template Now Available

Dear [Project Director],

The Administration for Children and Families Office of Community Services (OCS) requires all recipients of Project Impact: CSBG Rapid-Cycle Impact Project grants to submit a rapid-cycle learning plan. As you may know, the Mathematica-Public Strategies team has a contract with OCS to provide technical assistance to support rapid-cycle learning activities conduct by Project Impact grant recipients.

To help your team develop your rapid-cycle learning plan, we have attached the rapid-cycle learning plan template to this email. Please enter all relevant information into the plan template and refrain from using other documents or attachments.

Please submit your completed plan no later than [DATE] via email to (1) your Federal Project Officer, (2) me, your Project Impact TA Support Coach, and (3) the Project Impact TA support mailbox ([projectimpactTA@mathematica-mpr.com](mailto:projectimpactTA@mathematica-mpr.com)). Please send a Word version of the document, not a PDF. For consistency, please use this naming convention when you submit your plan: RCLplan\_[Grantee Name\_MM.YYYY].

Thank you,

[NAME of PROJECT IMPACT TA SUPPORT COACH]

### EMAIL TEMPLATE: PROJECT IMPACT RAPID-CYCLE LEARNING PLAN TEMPLATE - UPDATES

Subject: Update Your Project Impact Rapid-Cycle Learning Plan

Dear [Project Director],

It's time to update your rapid-cycle learning plan for Project Impact! We will ask you to update your plan two times during the project. We expect that it will take you about an hour to do so each time. Updating your plan will help the Project Impact TA team stay up to date on your plans and progress throughout the grant.

Please submit your completed plan no later than [DATE] via email to (1) your Federal Project Officer, (2) me, your Project Impact TA Support Coach, and (3) the Project Impact TA support mailbox ([projectimpactTA@mathematica-mpr.com](mailto:projectimpactTA@mathematica-mpr.com)). Please send a Word version of the document, not a PDF. For consistency, please use this naming convention when you submit your plan: RCLplan\_[Grantee Name\_MM.YYYY].

Thank you,

[NAME of PROJECT IMPACT TA SUPPORT COACH]

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 4 hours total (2 hours for initial response and 1 hour for each update), 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#: 0970-0531, Exp: 07/31/2022 Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Roneika Carr; [Roneika.Carr@acf.hhs.gov](mailto:Roneika.Carr@acf.hhs.gov).