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Contract Number 91990018C0020

# Comprehensive Literacy Program Evaluation: Comprehensive Literacy State Development Grant Program

## POLICY DOCUMENT REQUEST APPENDIX

December 11, 2020

Submitted to: U.S. Department of Education  
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# National Evaluation of Comprehensive Literacy State Development (CLSD) Grants—Policy Document Request

## **Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0945. The time required to complete this voluntary information collection is estimated to average 4 hours per request, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: 550 12th Street, SW, Washington, DC 20202.

# Template of Email to FY2019 CLSD Grantees Requesting Policy Documents [Change Year References for FY2020 Grantees]

Dear [SEA Contact],

Congratulations to [SEA] on winning a 2019 Comprehensive Literacy State Development (CLSD) grant!

As you know, the U.S. Department of Education has commissioned a national evaluation of the FY2019 grantees, and a team at the American Institutes for Research (AIR) and its partners started this work last fall. As a reminder, the evaluation has two key components—an implementation study of all CLSD grantees and subgrantees (consortia and districts) and an impact study of a subset of subgrantees.

One of the important ways the study team will examine the implementation of the CLSD grants is through a review of CLSD documents. For this reason, we would like you to provide us with three types of CLSD documents:

1. State education agencies' comprehensive state literacy plans
2. State education agencies' request for proposals (RFP) or applications (RFA) or notice inviting applications (NIA) from districts interested in subgrants
3. All awarded subgrantee applications

You may simply attach these documents to this email or, if you prefer or if the documents are too large to email, we can set up a secure file transfer site for you to upload your documents. If your statewide literacy plan and/or your CLSD RFP/RFA/NIA are available through a website link, you can share the link in lieu of sending those documents.

**Please have this information to me by close of business [INSERT DATE THAT IS THE NEAREST BUSINESS DAY - ONE WEEK FROM THE DATE OF TRANSMISSION].**

We look forward to learning more about your work to promote student literacy in your state. If you have any questions about our study, you are welcome to call XXX-XXX-XXXX or email me at XXXX@air.org. Your assistance with our study is greatly appreciated.

Warmly,  
[Signature]



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