

## Impact and Implementation Analysis Plan Email for HMRE Award Recipients

To: All HMRE award recipients with impact studies

From: HMRE Help desk

CC: FPSs, ETAPs

Subject: Analysis Plan Template and Instructions Now Available for HMRE Award Recipients

Dear [Project Directors and Local Evaluators],

The Administration for Children and Families (ACF) Office of Family Assistance (OFA) requires all OFA-funded Healthy Marriage and Relationship Education (HMRE) award recipients conducting impact evaluations to submit an impact evaluation analysis plan and an implementation study analysis plan for their evaluations.

To aid your team in the development of your analysis plans, use the four documents attached to this email: (1) the *Impact Evaluation Analysis Plan Template*, (2) the *Impact Evaluation Analysis Plan Template Instructions*, (3) the *Implementation Study Analysis Plan Template*, and (4) the *Implementation Study Analysis Plan Template Instructions for Impact Studies*. Please populate the templates with your impact and implementation plans by following the guidance in the instruction documents.

Once you have completed the templates, email your completed analysis plans to your Federal Program Specialist (FPS) and copy your Evaluation Technical Assistance Partner (ETAP) by [ENTER DATE]. Please send a Word version of the plans, not a PDF. For consistency, please use this common file naming convention when submitting your analysis plan:

[Award recipient name] [Impact or Implementation] Evaluation Analysis Plan.docx

Your FPS and ETAP will review the analysis plans, provide comments, and return them to you for revisions. You must receive approval from your FPS on the revised analysis plan prior to starting your analysis for the final report. If you have questions, feel free to reach out to your FPS or ETAP.

Thank you,

HMRE Local Evaluation TA team