

Appendix A

Grant Recipient Outreach

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Initial invitation

Subject: Invitation to contribute: Improving ACF’s Healthy Marriage and Responsible Fatherhood performance measures

To: [PD and AO for grant]

From: [Family Assistance Program Specialist at the Office of Family Assistance]

CC: [Designated Mathematica staff]

Dear [Name],

The Administration for Children and Families (ACF) is examining aspects of equity in the Healthy Marriage and Responsible Fatherhood (HMRF) client surveys. The goal is to inform potential changes to the applicant characteristics, entrance, and exit surveys so that questions are reflective of and relevant to clients of different races and ethnicities served by HMRF programs. This study is being conducted by Mathematica for the Building Usage, Improvement, and Learning with Data in HMRF Programs (BUILD-HMRF) project, under contract to ACF’s Office of Planning, Research, and Evaluation (OPRE). We are writing to invite you to participate in this study.

Participating grant programs will identify a current or planned workshop that ends within a few months and schedule additional time after the exit survey, so clients can join a focus group led by Mathematica. Participating programs will also collect consent from and administer a short demographic survey to participating clients. I encourage you to participate in this important study to help ACF improve the surveys and make them more equitable, respectful, and inclusive. **Participating programs will receive a \$1,500 stipend and each participating client will receive \$75.**

Your involvement in this study is critical, and I thank you for considering this request. **Please reply to this email, using Reply All, by [DATE], to let us know whether your program can participate.** A study team member from Mathematica will then contact you to schedule a 30-minute call to discuss the study in more detail. If you have any questions about the study, please contact [study contact] at [contact information].

Sincerely,

[Name]

Follow-up #1 to non-responders

Subject: Reminder: Invitation to participate in study of ACF's Healthy Marriage and Responsible Fatherhood performance measures

To: [PD and AO for grant]

From: [Family Program Specialist at the Office of Family Assistance]

CC: [Designated Mathematica staff]

Dear [Name],

We have not yet heard from you about helping the Administration for Children and Families (ACF) examine the equity of Healthy Marriage and Responsible Fatherhood client surveys. I hope you will consider participating. Participating programs will receive \$1,500 to help ACF improve the surveys, and participating clients will receive \$75. More information about this opportunity is below. If you have any questions about the study, please contact [study contact] at [contact information]. **Please respond by [DATE] to let us know whether or not your program can participate.**

[Include text from initial invitation]

Follow-up #2 to non-responders

Subject: Final reminder: Invitation to participate in study of ACF's Healthy Marriage and Responsible Fatherhood performance measures

To: [PD and AO for grant]

From: [Family Program Specialist at the Office of Family Assistance]

CC: [Designated Mathematica staff]

Dear [Name],

This is a final reminder of the invitation to participate in the Administration for Children and Families (ACFs) study examining the equity of Healthy Marriage and Responsible Fatherhood (HMRF) client surveys. I hope you will consider participating to help ACF improve the surveys. More information about this opportunity is below. If you have any questions about the study, please contact [study contact] at [contact information]. **Please respond by [DATE] to let us know whether or not your program can participate.**

[Include text from initial invitation]

Follow-up with interested grant recipients

Subject: Next steps in study of ACF's Healthy Marriage and Responsible Fatherhood performance measures

To: [PD and AO for grant]

From: [Mathematica staff]

CC: [Family Program Specialist at the Office of Family Assistance]

Dear [Name],

We are so glad you are interested in participating in this study to examine the equity of the HMRF client surveys! We would like to schedule a 30-minute call to answer any questions you have about the study and talk about next steps. Do any of these dates and times work for your team to hold a call?

- Option 1
- Option 2
- Option 3
- Option 4
- Option 5

We look forward to hearing from you!

Sincerely,

[Name]

Follow-up with grant recipients that decline to participate

Subject: Study of ACF's Healthy Marriage and Responsible Fatherhood performance measures

To: [PD or AO for grant]

From: [Family Program Specialist at the Office of Family Assistance]

CC: [Designated Mathematica staff]

Dear [Name],

I am sorry to hear that you are not able to participate. Please let me know if your circumstances change and your program is able to participate in the study.

Sincerely,

[Name]