

## Descriptive Analysis Plan Email for HMRE Award Recipients

To: All HMRE award recipients with descriptive 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 descriptive local evaluations to submit an analysis plan.

To aid your team in the development of your analysis plan, use the two documents attached to this email: (1) the *Descriptive Analysis Plan Template*, and (2) the *Descriptive Analysis Plan Template Instructions*. Please populate the template with your plan by following the guidance in the instructions document.

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

[Award recipient name] Descriptive Evaluation Analysis Plan.docx

Your FPS and ETAP will review the analysis plan, provide comments, and return it 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