OMB #: 0970-0531
Expiration Date: 9/30/2028

HMRF-LETA EVALUATION PLAN EXAMPLE EMAILS

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PAPERWORK REDUCTION ACT OF 1995 (Public Law 104-13) STATEMENT OF PUBLIC BURDEN: The purpose of this information collection is to document the local evaluation plans of the 2025 Healthy Marriage and Responsible Fatherhood grantees that are conducting local evaluations. Public reporting burden for this collection of information is estimated to average 12 hours per respondent, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. This is a voluntary collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information subject to the requirements of the Paperwork Reduction Act of 1995, unless it displays a currently valid OMB control number. The OMB # is 0970-0531 and the expiration date is 9/30/2028. If you have any comments on this collection of information, please contact Ashweeta Patnaik at ashweeta.patnaik@mefassociates.com.

Example Initial Outreach Email

Subject: HMRF Evaluation Plan Template and Instructions Now Available

Dear [Program and Local Evaluator POCs],

The Administration for Children and Families Office of Family Assistance (OFA) requires all Healthy Marriage and Responsible Fatherhood (HMRF) grantees with OFA-funded local evaluations to submit an evaluation plan using an OMB-approved template.

Why this matters

This document will be used to provide technical assistance to help you develop the most rigorous evaluation design, given your research questions and population of interest. This allows for a systematic way of documenting local evaluation plans across all grantees conducting local evaluations.

What you need to do

To help your team complete this request, we have attached two documents to this email:

- **The HMRF-LETA Evaluation Plan Template** – You can enter your plan directly into this document, which includes step-by-step guidance for completing each section.
- **The HMRF-LETA Evaluation Planning Materials** – You can use this compilation of tools and resources to complete sections of the evaluation plan template.

You can also use your supplemental local evaluation funding application and grant application to help you complete the template.

Please complete the Evaluation Plan Template and email your plan to both your Family Assistance Program Specialist (FPS) and your Local Evaluation Technical Assistance (LETA) team by **[DATE].** Your LETA team will review your draft and provide written feedback by [DATE]. You will then have until [DATE] to address their feedback and submit a revised draft.

For a smooth submission:

- Name your file using this convention: LclEvPlan_[Grantee Name]_[MM.YYYY].
- Send a Word version (.docx), not a PDF.

Questions?

Email hmrfevalta@mefassociates.com or contact your LETAs directly. Thank you!

[LETAs]

Example Reminder Email

Subject: Reminder: Submit your HMRF Local Evaluation Plan

Dear [Program and Local Evaluator POC],

This is a friendly reminder to **complete and submit your HMRF evaluation plan**. Most grantees have already submitted their plans. We want to make sure you have what you need to do the same.

Why this matters

This document will be used to provide technical assistance to help you develop the most rigorous evaluation design, given your research questions and population of interest. This allows for a systematic way of documenting local evaluation plans across all grantees conducting local evaluations.

What you need to do

Please complete the Evaluation Plan Template and email your plan to both your Family Assistance Program Specialist (FPS) and your Local Evaluation Technical Assistance (LETA) team by **[DATE]**.

For a smooth submission:

- Name your file using this convention: LclEvPlan_[Grantee Name]_[MM.YYYY].
- Send a Word version (.docx), not a PDF.

Questions?

Email hmrfevalta@mefassociates.com or contact your LETAs directly.

Thank you!

[LETAs]