**Title**

Title should be short and convey a message.

**Summary**

In 50 or fewer words, what is the issue and why is it relevant now?

**Background**

What are the underlying issues of why are they important to states or to Congress or both? Make your case in 50 words.

**Offerings/Findings/Key Points/Next Steps**

Use 150 words to provide an overview of findings, key points, or action steps for the reader. Short lists or graphics are especially helpful to convey information quickly and clearly. A structure for this section might be:

● Five key takeaways

● Three decisions states must make

● At-a-glance graphic or chart

● Resources that are available

**Recommendations (if applicable)**

**Further Reading**

Provide up to four additional related resources for the reader. If you’ve developed multiple briefs or products from the same report, list them and insert hyperlinks for those reading electronically. Provide two or three short bullets that sum up the brief. Each should be no more than 25 words.

**About MACPAC**

Insert boilerplate and contact information.