

[DATE]

[SITE/PROGRAM NAME]  
[ADDRESS]  
[CITY][STATE][ZIP]

Dear [NAME OF SITE ADMINISTRATOR/DIRECTOR],

Congratulations on receiving a 2011 grant from the Department of Labor for your YouthBuild program! The YouthBuild program is of particular significance as policies about the well-being of disadvantaged youth are discussed with increasing fervor throughout our nation.

As you know from information provided in the solicitation for grant applications, the U.S. Department of Labor (DOL) is sponsoring a new research study called the Impact Evaluation of the YouthBuild Program. The study is being jointly conducted by researchers from three independent research organizations: MDRC, Social Policy Research Associates, and Mathematica Policy Research. The evaluation will measure the effects that YouthBuild programs have on educational attainment, employment, earnings, criminal behavior and youth social and emotional development. The evaluation represents an important opportunity for DOL to examine how YouthBuild impacts the lives and outcomes for youth who have dropped out of high school.

As a preliminary step in the study, we are conducting a census of all YouthBuild programs that received DOL grants in 2011. This short web-based questionnaire will be used to collect general information about participant enrollment and the structure of programs. These profiles of all YouthBuild programs that received a 2011 DOL grant will help us when we randomly select sites for more comprehensive evaluation so that the sample of sites chosen will be representative of all YouthBuild 2011 grantees.

As a recipient of a grant from the Department of Labor, you agreed to participate in an evaluation of the YouthBuild program. The survey should take no longer than ten minutes of your time.

To complete your survey, log on to <https://mathematica-mpr.com/youthbuild/site-selection> and enter your log-in identification number and password:

Login ID: [WebUsername]  
Password: [WebPassword]

If you have any questions about the study, please contact Shawn Marsh at 1-877-894-4589 or [YouthBuildSurvey@mathematica-mpr.com](mailto:YouthBuildSurvey@mathematica-mpr.com). We are also enclosing a list of Frequently Asked Questions with more information about the study. Thank you in advance for your participation.

Sincerely,

Enclosure: List of Frequently Asked Questions