

## Cover Letter for the Hard-copy Survey

Dear **[fill Respondent Name]**,

Our records indicate that you were recently enrolled in a technology-based learning program offered by **[fill Grantee Name]**. Our organization, Social Policy Research Associates (SPR), has been contracted by the U.S. Department of Labor to conduct an evaluation of online and technology-based learning programs.

As part of the evaluation, we are requesting that you complete a survey about your recent experience in the online or technology-based learning program offered by **[fill Grantee Name]**. In appreciation for completing the survey, you will receive a \$15 gift card. To redeem your gift card for goods on the merchandiser's website, please see the enclosed instruction sheet.

The purpose of this study is to learn how well the program served your needs and whether you are satisfied with the program. Your opinions are very important to us, and we ask that you please take approximately 20 minutes to complete this survey and return it to SPR in the postage-paid envelope.

*Please note that your answers will be kept strictly confidential and will only be reported after combining your responses with those of all other respondents so that no individual person can be identified.* In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable federal laws, your responses will not be disclosed in identifiable form without your informed consent. This voluntary information request has been approved by the Office of Management and Budget under OMB approval number 1205-XXXX, expiring xx/xx/xxxx. Without this approval, we would not be able to conduct this survey. Questions regarding any aspect of this survey may be directed to the U.S. Department of Labor, Employment and Training Administration, Room N-5641, 200 Constitution Avenue, N.W., Washington, D.C. 20210 (Paperwork Reduction Project 1205-XXXX).

Please answer each question in the survey with the response(s) that best fits your opinion and experience. If the response you choose has an arrow next to it (→), there are directions to the right of the arrow, which explain what question you should answer next. If your response has no arrow next to it, simply go on to the next question. After completing the survey, please place it in the postage-paid envelope and drop it in the mail.

If you would prefer to complete this survey electronically, you can find it at **[fill survey website link]** and enter access code **[fill Access Code]**.

If you have any questions or concerns about the survey, please feel free to contact the survey coordinator, Jill Leufgen, by phone at (510) 763-1499 ext. 645 or email at [jill\\_leufgen@spra.com](mailto:jill_leufgen@spra.com). If you have any questions about the evaluation, please contact me at (510) 763-1499 ext. 635 or email me at [kate\\_dunham@spra.com](mailto:kate_dunham@spra.com). Thank you very much for your participation.

Sincerely,

Kate Dunham  
Project Manager