

ATTACHMENT 8

UI Survey Email to Grantees

THE URBAN INSTITUTE 2100 M STREET, N.W. / WASHINGTON D.C. 20037

DATE

Dear [XXX]:

As you may be aware, the Urban Institute, a nonprofit, nonpartisan research organization based in Washington, D.C., is conducting a study of the implementation of the Community-Based Job Training Grant (CBJTG) Program. The Urban Institute is under contract with the U.S. Department of Labor, Employment and Training Administration (ETA) to conduct this study. The goals of this evaluation are to document and describe the similarities and differences among the programs developed by CBJTG Program grantees across a number of dimensions, to examine the implementation of the initiatives, and to identify promising strategies and implementation challenges.

We are currently preparing to administer the **CBJTG Program Grant Recipient Survey** to all CBJTG Program grantees in order to develop a comprehensive picture of project goals, activities, and context across all the grantees' initiatives. This survey will be sent out to all grantees in approximately one month, on XX/XX/XXXX. The survey will be available in an online format and in a Microsoft Word version, if needed. Both formats allow for multiple respondents. The survey should take approximately 60 minutes to complete and will be administered by the Urban Institute.

Please feel free to call or e-mail me or Alexandra Stanczyk, the Survey Team Leader, with any questions. I can be reached at (202) 261-5621 or via e-mail at leyster@urban.org, and Alexandra can be reached at (202) 261-5732 or by e-mail at astanczyk@urban.org. You may also contact Bogdan Tereshchenko, the Project Officer at ETA, by telephone at (202) 693-3224 or by e-mail at tereshchenko.bogdan@dol.gov.

Thank you in advance for your time and careful attention to this matter.

Sincerely,

Lauren Eyster
Project Director