

**ATTACHMENT 5**

**Advance Letter to Survey Respondents**

*Advance Letter from ETA*

**Employment and Training Administration Letterhead**

DATE

NAME

ADDRESS

Dear XXX:

The U.S. Department of Labor, Employment and Training Administration (ETA) is conducting an important evaluation of the Community-Based Job Training Grant (CBJTG) program. The goals of this evaluation are to document and describe the similarities and differences among the programs developed by grant recipients across a number of dimensions, to examine the implementation of the initiatives, and to identify promising strategies and implementation challenges.

We are writing to request your participation in this evaluation. Specifically, we are asking that you complete a survey that will be administered to all grantees (the **CBJTG Grant Recipient Survey**) in order to examine project design, goals, activities, and context across all the grantees' initiatives. This survey will be sent to you in approximately one month, on XX/XX/XXXX. The survey will be available to complete online or in a Microsoft Word version (if preferred). Both formats allow for multiple respondents. The survey should take approximately 60 minutes to complete and will be administered by the Urban Institute.

Your participation in this survey effort is very important to the Department. As you may be aware, your grant agreement specifies that participation in an ETA-sponsored evaluation of the CBJTG program is required of grant recipients, even if your grant has already ended. The results will be extremely helpful to both ETA and to other organizations developing similar training programs.

ETA has contracted with the Urban Institute of Washington, D.C., a non-profit non-partisan research organization, to conduct this study. If you have any questions regarding the study, please feel free to contact me at XXXX. For additional information about the study, you may also contact Lauren Eyster of the Urban Institute, the Project Manager, by telephone at (202) 261-5621 or by e-mail at [leyster@urban.org](mailto:leyster@urban.org). For any questions on completing the survey, please contact Alexandra Stanczyk by telephone at (202) 261-5732 or by e-mail at [astanczyk@urban.org](mailto:astanczyk@urban.org).

We greatly appreciate your assistance with this study and look forward to learning more about your CBJTG activities. Thank you in advance for taking the time to contribute to this important study.

Sincerely,

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