

ATTACHMENT 9
Community-Based Job Training Grants (CBJTG)
Program Evaluation

Sample Follow-Up E-mail
(sent after initial call with CBJTG Project grantee contact)

Dear XXXX:

DATE

This is to follow up on our conversation on the phone. As you know, 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. The attached project description gives a more detailed summary of the evaluation.

Currently we are conducting eight case studies, which involve site visits to CBJTG program grantee organizations. The focus of these site visits will be to fully document the activities supported with the grant funds, the extent to which the key objectives of the overall CBJTG program are addressed, the nature of activities conducted and products developed, and partnerships involved. These visits are not audits, but rather descriptive implementation studies designed to fully document trends and patterns across grantees as well as describe projects implemented by grantees.

As we discussed, your organization has been selected for a site visit. We hope to spend approximately two days visiting you and your partner organizations. *[Follow up from introductory call – timing of visit]*

During the site visit, we anticipate speaking with the CBJTG project director/administrator and program staff responsible for developing and implementing the grant-funded activities. We are also interested in talking with the most active partner organizations for your CBJTG project. Your suggestions of staff and partners to interview would be very helpful. The attached sample site visit schedule should give you a better idea of the types of individuals/organizations with whom we hope to speak. *[Follow up from introductory call – individuals/organizations to interview/visit]*

Thank you again for your assistance. We look forwards to meeting with you.

Sincerely,

Name

Contact Information



ATTACHMENTS: Project Description, Sample Site Visit Schedule