

ATTACHMENT 10
UI Survey Reminder Email

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 has been hired by the U.S. Department of Labor, Employment and Training Administration (ETA) to conduct this study. As part of the study, the Urban Institute is conducting a survey of all CBJTG program grantees.

Information about the survey was sent via e-mail to you on XX/XX/XXX. At that time, you should have received two e-mails inviting you to complete the survey—one e-mail provided background on the project and instructions for completing the survey and the other provided a link to the online survey and your secure username and password. Both emails were sent from CBJTGsurvey@urban.org. The due date for the survey was XX/XX/XXX. If you cannot locate the e-mails, please contact us. We are happy to provide you with the link and your username/password. If you prefer to complete the survey as a Word document, or on paper, please contact us, and we will be happy to make the necessary arrangements.

According to our tracking system, you have not yet completed the survey. If this is not correct, please let us know. If, in fact, you have not completed the survey, we ask that you **complete the survey by XX/XX/XXX**. The survey should take no longer than 60 minutes to complete.

Please feel free to contact me by e-mail at LEyster@urban.org or by telephone at 202/261-5621 or our survey team leader, Alexandra Stanczyk by e-mail at AStanczyk@urban.org or by telephone at 202/261-5732, if you have any questions about the survey or **if there is a reason that you cannot complete the survey within this time frame**.

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

Sincerely,

Lauren Eyster
Project Director

