

**Survey about the Use of Technical Assistance by the State and Local Workforce
Systems (Technical Assistance Survey)
Advance Notice for Web-Based Survey**

[DATE]

As part of an evaluation of technical assistance offered by the Employment and Training Administration of the U.S. Department of Labor (DOL/ETA) to its grantees, DOL/ETA is partnering with IMPAQ International, LLC (IMPAQ) to conduct the **Technical Assistance Survey**. IMPAQ is an independent research firm with more than 10 years of experience providing high quality program evaluation and data collection services to DOL and other Federal and state agencies. The U.S. Office of Management and Budget has approved this research (OMB Control No. 1205-0436, expiration date of 01/31/2017).

The purpose of the **Technical Assistance Survey** is to gather information about the types of technical assistance received by workforce development system grantees, and to obtain grantee perceptions about the effectiveness of that technical assistance. Your participation in the survey could lead to improvements in the technical assistance (TA) offered by DOL/ETA. The survey should take about fifteen minutes to complete. Participation is voluntary. Your answers will be kept private to the extent permitted by law, you will not be asked to provide personal identifiers such as your name or address, and you will never be identified in any report based on the survey.

Within the next few days, you will receive an email with an invitation to participate in the online survey. The email will come from ETATA@impagint.com and the subject line will read **Technical Assistance Survey**. We encourage you to take a few minutes to complete this survey. Your organization's experience is important, and this is your chance to voice your opinion.

IMPAQ staff will follow-up with you via email to confirm your participation and to answer any questions you may have. In the meantime, if you would like to discuss your participation in the **Technical Assistance Survey**, please call Lisa Lin-Freeman from IMPAQ at (443) 539-1396 or llfreeman@impagint.com. Thank you in advance for your participation. We sincerely appreciate your attention to this research.

Paperwork Reduction Act Public Burden Statement

A Federal agency may not conduct or sponsor, and a person is not required to respond to this collection of information, unless it displays a currently valid OMB control number. Your obligation to reply to this survey is voluntary. The public burden for this survey, which will be used to help improve technical assistance efforts, is estimated at 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection of information. Send comments concerning this burden estimate or any other aspect of this collection of information to the US Dept. of Labor, Employment and Training Administration, Room N-5641, 200 Constitution Ave, Washington DC 20210.

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