

**Survey about the Use of Technical Assistance by the State and Local Workforce Systems
(Technical Assistance Survey): Email Invitation**

Dear {Grantee}:

The U.S. Department of Labor's Employment and Training Administration (DOL-ETA) recently released a notice that encourages responses to the **Technical Assistance Survey**. We are interested in obtaining your perceptions of any technical assistance you have received, from any source, as a {INSERT GRANTEE TYPE FROM SAMPLE FILE}. DOL-ETA is working with IMPAQ International, LLC (IMPAQ), to conduct a Web-based survey with the State and Local Workforce System grantees to obtain this information.

The purpose of the *Technical Assistance Survey* is to gather information about the effectiveness of technical assistance and how it is used to implement change in your organization. Your participation in this survey will provide the context for an impact evaluation¹ of the technical assistance offered by USDOL. The survey should take about fifteen minutes to complete and your 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.

Your link for accessing your survey is: [LINK]

Your token is: [TOKEN]

We would like to have your completed survey response by {Month XX}. This survey and your responses are very important to us, and we will follow-up with you to answer any questions or concerns you may have regarding the survey and confirm your participation. However, if you have immediate concerns, please do not hesitate to contact Lisa Lin-Freeman from IMPAQ at (443) 539-1396 or llfreeman@impaqint.com.

Thank you in advance for your time and effort!

Sincerely,

Anne Chamberlain
Senior Research Associate
IMPAQ International, LLC

¹ Training and Employment Notice XX-XX: *Administration of the Survey about the Use of Technical Assistances by the State and Local Workforce Systems*. [INSERT DATE]

Paperwork Reduction Act Public Burden Statement

OMB Control No. 1205-0436

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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 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.