

Advance Letter from DOL

U.S. Department of Labor Letterhead

DATE

NAME
ADDRESS

Dear **XXX**:

The U.S. Department of Labor is sponsoring an important national evaluation study of the Trade Adjustment Assistance Community College Career Training (TAACCCT) Grant Program. The goals of the TAACCCT National 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 ask that you participate in a web-based survey being administered to all TAACCCT colleges, both lead and consortium member institutions.**

The survey will be sent to you by email on **XXXX**. Your participation in this survey effort is very important to the Department. As you may recall, your grant agreement specifies that participation in a Department-sponsored evaluation of the TAACCCT Grant Program is required by grant recipients, even if your grant has already ended. The results will be extremely helpful to both Department and to other organizations developing similar training programs.

The Department 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 Principal Investigator, by telephone at (202) 261-5621 or by e-mail at leyster@urban.org. For any questions on completing the survey, please contact the Urban Institute by telephone at **XXXX** or by e-mail at TAACCCTSurveys@urban.org.

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

Sincerely,

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