

Appendix F.

Participant Follow-Up Survey Notifications (English)

F1. Advance Email Notification

Advance E-mail Notification

Subject Line: Your invitation for your follow-up SCC4 survey!

Dear [PARTICIPANT NAME]:

Thank you for agreeing to take part in the Strengthening Community Colleges Training Grants Program Round 4 (SCC4) Impact Study.

You signed up for this study in [MONTH] [YEAR] through [SCC4 PROGRAM] at [SCC4 GRANTEE COMMUNITY COLLEGE]. At that time, we stated that we would contact you to take a follow-up survey between 6 months to 2 years after you enrolled in the study, in Fall 2027. We are writing to invite you to take this survey now. Researchers at Mathematica are conducting this study for the U.S. Department of Labor. By taking part in this study, you will help policymakers and program staff better understand how to improve programs like [SCC4 PROGRAM].

The survey will take about 15 minutes to complete, and you will receive a link via email to select a \$30 gift card to thank you for your participation after completing the survey.

The survey will ask about your experiences including your participation in and experiences with [SCC4 PROGRAM], your recent training and education, and employment. Your responses to the questions are voluntary. You can skip any questions you do not want to answer, but we hope that you will answer as many questions as you can. We will protect your answers and privacy to the fullest extent under the law, and all data collection efforts will comply with the Privacy Act of 1974.

To complete the survey online, please click on the link below.

[LINK]

If you have any questions, please call us toll-free at [TOLL-FREE NUMBER] or e-mail us at sccnationaleval@mathematica-mpr.com.

Thanks again for being a part of this study. We look forward to hearing from you soon!

Sincerely,

Lisbeth Goble
Survey Director

OMB Control No.: 1290-ONEW / Expiration Date: Month, Day, 202X

Public reporting for this survey is estimated to average 0.25 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintain the data needed, and completing and submitting the survey. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Please send comments regarding the burden estimate or any other aspect of this collection of information to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email DOL_PRA_PUBLIC@dol.gov and reference OMB Control Number [1290-0xxx]. Please do not send your completed survey to this address.

F2. Advance Letter

Advance Letter



Lisbeth Goble
Survey Director

111 East Wacker Drive, Suite 3000
Chicago, IL 60601-4303
Telephone: (312) 994-1002
Fax (312) 994-1003
www.mathematica-mpr.com

Dear [PARTICIPANT NAME]:

[DATE]

Thank you for agreeing to take part in the Strengthening Community Colleges Training Grants Program Round 4 (SCC4) Impact Study.

You signed up for this study in [MONTH] [YEAR] through [SCC4 PROGRAM] at [SCC4 GRANTEE COMMUNITY COLLEGE]. At that time, we stated that we would contact you to take another survey between 6 months to 2 years after you enrolled in the study, in Fall 2027. We are writing to invite you to take this survey now. Researchers at Mathematica are conducting this study for the U.S. Department of Labor. By taking part in this study, you will help policymakers and program staff better understand how to improve programs like [SCC4 PROGRAM].

The survey will take about 15 minutes to complete, and you will receive a link via email to select a \$30 gift card to thank you for your participation after completing the survey.

The survey will ask about your experiences including your participation in and experiences with [SCC4 PROGRAM], your recent training and education, and employment. Your responses to the questions are voluntary. You can skip any questions you do not want to answer, but we hope that you will answer as many questions as you can. We will protect your answers and privacy to the fullest extent under the law, All data collection efforts will comply with the Privacy Act of 1974

To complete the survey online, please click on the link below.

[LINK]

If you have any questions, please call us toll-free at [TOLL-FREE NUMBER] or e-mail us at sccnationaleval@mathematica-mpr.com.

Thanks again for being a part of this study. We look forward to hearing from you soon!

Sincerely,

Lisbeth Goble
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OMB Control Number [1290-0xxx]. Please do not send your completed survey to this address.

F3. Reminder Email Notification

Reminder Email Notification

Dear [PARTICIPANT NAME]:

Thank you for agreeing to take part in the Strengthening Community Colleges Training Grants Program Round 4 (SCC4) Impact Study. Researchers at Mathematica are conducting this study for the U.S. Department of Labor.

When you joined the study [NUMBER OF MONTHS] months ago through [SCC4 PROGRAM], we informed you of an opportunity to take a second survey. Our records show that you have not yet taken this survey.

Once you complete the survey, you will receive an email with a link to select a **\$30 gift card** to thank you for your participation. Your views and experiences are important to the success of the study. Your perspective is unique and valuable to the study.

Please click the link below to take the survey as soon as possible:

[LINK]

If you have any questions, please call us toll-free at [TOLL-FREE NUMBER] or e-mail us at sccnationaleval@mathematica-mpr.com.

Thanks again for being a part of the study!

Sincerely,

Lisbeth Goble
Survey Director
Mathematica

OMB Control No.: 1290-ONEW / Expiration Date: Month, Day, 202X

Public reporting for this survey is estimated to average 0.25 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintain the data needed, and completing and submitting the survey. This collection of information is voluntary. You are not required to respond to this collection of information unless it displays a valid OMB control number. Please send comments regarding the burden estimate or any other aspect of this collection of information to the U.S. Department of Labor, Office of the Chief Information Officer, Attention: Departmental Clearance Officer, 200 Constitution Avenue, N.W., Room N-1301, Washington, DC 20210 or email DOL_PRA_PUBLIC@dol.gov and reference OMB Control Number [1290-0xxx]. Please do not send your completed survey to this address.

F4. Text Message Notification

Text message notification: Initial and reminder

Initial text

Hi, [PARTICIPANT NAME]! We're trying to reach you about an important survey for the Strengthening Community Colleges Training Grants Program Round 4 (SCC4) Impact Study that you joined through [SCC4 PROGRAM] at [SCC4 GRANTEE COMMUNITY COLLEGE].

You will receive a link to select a \$30 gift card for taking the survey. Here's the link to complete the survey: [LINK]. We sent you more information in an email, but let us know if you have questions. You can call 1-XXX-XXX-XXXX or text us back at this number. Thanks again for being a part of this study!

Reminder text

Hi, [PARTICIPANT NAME]! Don't forget to complete a 15-minute survey about your experience with the SCC4 program you joined at [SCC4 PROGRAM] to receive a \$30 gift card! Here's the link: [LINK]. You can call 1-XXX-XXX-XXXX with any questions.

F5. Study Participation Flyer

Study Participation Flyer



Strengthening Community Colleges Training Grants Program Round 4 Impact Study

Study Participation Flyer

Thank you for agreeing to participate in the Strengthening Community Colleges Training Grants Program Round 4 (SCC4) Impact Study! Here's what you can look forward to as a study participant:

COMPLETE ONE UPCOMING SURVEY (ONLINE)

- Regardless of which group you were assigned to when you visited [SCC4 PROGRAM], study researchers from Mathematica will email or text you in Fall 2027 to complete a follow-up survey online.
- The survey should take about 15 minutes. After completing the survey, you will receive a link via email to select a **\$30 gift card**.
- Responding to the survey is voluntary, but your participation is important and valuable!

PARTICIPATE IN AN IN-PERSON INTERVIEW IF SELECTED

- You may also be asked to participate in an in-person interview about your experiences with the program and employment more generally.
- The in-person interview will take about 60 minutes
- After completing this interview, you will receive a **\$45 gift card**.
- Participation in the interview is voluntary.

LET US KNOW IF YOU MOVE OR CHANGE YOUR CONTACT INFORMATION

- If you move or change your mailing address, telephone numbers, or email address, the study researchers may have trouble reaching you.
- If your contact information changes, please give the study team a call at [TOLL FREE NUMBER].
- The study team will also send you texts every 6 months, until the time of the follow-up survey, to check in and see if you have any updates to your contact information. If you respond to the second and fourth text (if applicable), you will receive a link via email to select a **\$5 gift card**.

YOUR PRIVACY WILL BE PROTECTED

- **Your name will never be publicly reported.**
- We will not report any information that can be used in any way to identify you.
- We will protect your answers and privacy to the fullest extent under the law. All data collection efforts will comply with the Privacy Act of 1974.

You can learn more about the study and Mathematica by visiting Mathematica's website at [\[LINK TO STUDY PAGE\]](#).

OMB Control No.: 1290-ONEW

Expiration Date: Month, Day, 202X