

## Appendix L.

### College Survey Notifications

## L1. Advance Email Invitation Email Notification

## College Survey Invitation Email Notification

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Subject Line: Strengthening Community Colleges Training Grants Program Round 4 (SCC4) Survey - Important Survey

Dear <SSC4 college contact>:

Researchers from Mathematica, Social Policy Research Associates (SPR), and the Community College Research Center (CCRC) are conducting a national evaluation of the fourth round of the [Strengthening Community Colleges Training Grants Program \(SCC4\)](#). This study is sponsored by the U.S. Department of Labor (DOL) and will shed light on which programs are effective for which types of students, why they are effective, and the core components that support success.

As part of the evaluation, the study team is administering a survey to all grantee colleges. As [COLLEGE NAME]'s program director and familiarity with the SCC4 grant, your input will be very valuable. The purpose of the survey is to gather information about the SCC4 project at [COLLEGE NAME]. Questions will ask about topics including, but not limited to, the sectors or industries of focus, the approach to planning and early implementation, and external organizations you are partnering with.

Please use this personalized link [LINK] to access your survey. If you do not believe you are well-suited to respond to this survey, you will have the opportunity to indicate that in the survey. We will reach out to the colleague you indicate instead. We are also happy to provide you with a hard copy of the survey for reference if you would like to collect responses from peers and then input them into the survey. The survey will take approximately 40 minutes. We would appreciate you completing the survey by no later than [DATE].

If you have any additional questions about the SCC4 evaluation, please email the study team at [sccnationaleval@mathematica-mpr.com](mailto:sccnationaleval@mathematica-mpr.com) or call 1-xxx-xxx-xxxx.

Thank you very much for your cooperation and participation in this important survey.

Sincerely,

Lisbeth Goble  
Survey Director

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

Public reporting for this survey is estimated to average 0.67 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](mailto:DOL_PRA_PUBLIC@dol.gov) and reference OMB Control Number [1290-0xxx]. Please do not send your completed survey to this address.

## L2. College Survey Reminder Email Notification

## College Survey Reminder Email

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Subject Line: SURVEY REMINDER - Strengthening Community Colleges Training Grants Program Round 4 (SCC4) Survey

Dear <SSC4 college contact>:

As a reminder, researchers from Mathematica, Social Policy Research Associates (SPR), and the Community College Research Center (CCRC) are conducting a survey regarding the implementation and effectiveness of the fourth round of the Strengthening Community Colleges Training Grants Program (SCC4) sponsored by the U.S. Department of Labor (DOL).

According to our records, you have [started/not yet started/details about status or data for partials]. As a DOL grant recipient, your participation in data collection efforts for the evaluation is highly encouraged and greatly appreciated.

Please use this personalized link [LINK] to access your survey. If you believe you are not well-suited to respond to this survey, we will ask you to indicate a different point of contact for outreach. The survey will take approximately 40 minutes and we would appreciate you completing it by no later than [DATE].

The purpose of the survey is to gather information about the SCC4 project at [college name] including the sectors or industries of focus, student groups, approach to planning and early implementation, external organizations you are partnering with, and what academic and nonacademic services are offered to participating students.

If you have any additional questions about the SCC4 evaluation, please email the study team at [sccnationaleval@mathematica-mpr.com](mailto:sccnationaleval@mathematica-mpr.com) or call 1-xxx-xxx-xxxx.

Please let me know if I can be of assistance or if you have any questions. We look forward to hearing from you soon.

Sincerely,

Lisbeth Goble  
Survey Director  
XXXX

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

Public reporting for this survey is estimated to average 0.67 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](mailto:DOL_PRA_PUBLIC@dol.gov) and reference OMB Control Number [1290-0xxx]. Please do not send your completed survey to this address.