



General Survey of Local Project Managers (LPMs) in the Fellowship Program

Note: This form is intended to gather feedback of Local Project Managers (LPMs) in the SC2 Fellowship Placement Pilot Program. Information collected from this survey will be used to determine programmatic changes or enhancements HUD can make to improve the fellowship program for the future.

General Information of Fellows	
1. Employer:	4. Staff size and budget:
2. Title:	
4. Years at Employer:	
5. Organizational Structure: (Your department/agency and its reporting structure, who do you and your organization, report to within the city structure.)	
<i>In light of the first year of hosting a fellow(s), please provide us with feedback by completing the following survey. The survey is broken down into categories which cover the major activities and milestones of the first half of the SC2 fellowship (e.g. orientation, projects), which include a mix of scaled and open-ended questions.</i>	
Selection Process & Introduction to the SC2 Initiative and Sc2 Fellowship	
1. How did you learn about the SC2 Fellowship Program?	
<input type="checkbox"/> Friend/Family <input type="checkbox"/> Co-Worker <input type="checkbox"/> List-serv <input type="checkbox"/> Website <input type="checkbox"/> Other, please specify: _____	
2. Rate your level of engagement during the selection process.	
1-Very high 2-High 3-Moderate 4-Low 5-Very low	



3. Rate the selection process in terms of timing and communication.

- 1-Very good
- 2-Good
- 3-Fair
- 4-Poor
- 5-Very poor

4. In general, how do you rate your introduction to the fellowship program and broader SC2 initiative?

- 1-Very good
- 2-Good
- 3-Fair
- 4-Poor
- 5-Very poor

5. Is there anything specific that you would recommend be done to improve future introduction of the fellowship program?

6. Did you or another group (within or outside of the city) provide the fellows with a formal orientation to *city operations* or *the operations of the host entity*?

- Yes
- No

If yes, what was organized?

If no, why not? What were the limiting factors? (E.g. time, money, space, etc.)

7. Who helped/assisted with any informal or a more formal orientation?



- Other SC2 Fellows
- Others in my department
- CST
- NGOs
- Others outside of the city

8. Were you involved in the orientation of the fellow to your organization?

- Yes
- No

9. Is there anything specific that you would suggest that could improve or facilitate the orientation/transition process of fellows to the host institution or entity?

10. How familiar are you now with the overall of the Strong Cities, Strong Communities Initiative and its primary goals?

- 1-Very familiar
- 2-Familiar
- 3-Somewhat Familiar
- 4-Little Knowledge
- 5-No Knowledge

11. How connected are you with other SC2 components (i.e. the federal community solution teams, HUD, the White House, the resource network, etc.) and its activities in your city?

- 1-Very Connected
- 2-Connected
- 3-Somewhat Connected
- 4-Little Connection Exists
- 5-No Connection

Professional Development



12. Has your institution/agency offered any supplemental/additional professional development opportunities to your fellow(s)? If so, please describe.

13. Are there professional development opportunities available in your city/community that would be relevant for the fellows and relevant to your office? If yes, please describe and identify the host organization.

Projects

Describe the process of working with your fellow(s) in identifying and selecting the projects included in their PPA. (If managing more than one fellow please answer the following questions separately for each fellow.)

- 14. How many meetings did you have with your fellow(s) about the original PPA?
- 15. How many weeks did the process take to select and finalize the work plan and milestones for the fellows' projects?
- 16. What worked best to hone their project plan to a defined list of realistic projects?
- 17. What influences (internal to your host organizations or external) were involved with the final selection of the fellows' project(s) positively and negatively—and the incorporation into the PPA?
- 18. Does the fellows' current PPA include significant mid-term adjustments or modifications to the scope or work or milestones? Why or why not? Please explain.



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19. Do you think the projects listed in their PPA match the Fellow's skills and talent?

- 1-Strongly Agree
- 2-Agree
- 3-Somewhat Agree
- 4-Disagree
- 5-Strongly Disagree

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20. Is it feasible for the projects (those included in their original and amended PPA) to be completed by the end of their Fellowship appointment (September 2014)? Please provide a predicted percentage of completion for each of the projects listed in your PPA.

- Main Project
- Supplemental Project 1
- Supplemental Project 2

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21. What, if any obstacles or barriers do you see in meeting the outlined milestones and deliverables and completing the listed projects?

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22. Do you believe these project(s) will help build capacity within the scope of:
(Please check all that apply.)

- The agency/department or nonprofit where you work
- The government
- A specific neighborhood, please specify: _____
- A specific section of the population, please specify: _____
- Other, please specify: _____



23. How much time did you spend meeting with the fellow(s) and reviewing the PPA?

24. In general, how effective do you think the PPA (original and amended) has been/will be in guiding the work of their fellow(s)?

- 1-Very effective
- 2-Effective
- 3-Moderately effective
- 4-Of little effective
- 5-No effect

25. Approximately when did the Fellows begin work on the projects outlined in their original PPA? (E.g. started in October 2012, started in the first quarter of 2013.)

26. Where in their work plan is your fellow with respect to their major SC2 project? (Provide a percentage, e.g., 30% completed, etc.) (Project the Fellow uses in the Management Academies.)

27. Have there been any early or recent breakthroughs or important milestones in their thus far? If so, please describe. If not, explain why:

28. In general, how satisfied are you with your Fellow's progress toward their project milestones?

- 1-Very Satisfied
- 2-Satisfied



3-Moderately Satisfied
4-Dissatisfied
5-Very Dissatisfied

Inputs

29. In general, how would you rate your relationship with your Fellow(s)?

1-Very Good
2-Good
3-Fair
4-Poor
5-Very Poor

30. In general, are you satisfied with the level of communication with your Fellow(s)?

1-Very Satisfied
2-Satisfied
3-Moderately Satisfied
4-Dissatisfied
5-Very Dissatisfied

31. If dissatisfied, please explain:

32. What issues, if any, have you had in working with your Fellow(s)?

- Yes
- No

33. If so, has it been resolved? How was it resolved? If it remains unresolved, how can the SC2 Management Team assist?

34. In general, how would you rate your relationship with the SC2 Management Team?

1-Very Good
2-Good
3-Fair



4-Poor
5-Very Poor

35. How would you rate your level of contact with your city's Community Solutions Team?

1-Very Frequent
2-Frequent
3-Occasional
4-Rare
5-Never

36. Are you (were you) satisfied with the level of contact with your CST?

1-Very Satisfied
2-Satisfied
3-Moderately Satisfied
4-Dissatisfied
5-Very Dissatisfied

37. Was/is CST contact important to the success of the projects included in the Fellow's PPA?

1-Very Important
2-Important
3-Moderately Important
4-Of little importance
5-Not at all important

38. If CST contact was/would be valuable, do you have ideas on how to enhance and improve CST—Fellows collaboration in future fellowship programs?

39. In general, how would you measure the level of resources you provide to your fellow(s)?

1-Very good
2-Good
3-Acceptable



4-Poor
5-Very poor

40. Are there any resources not currently available or provided that you think would be useful for you and your fellow(s)?

41. In general, do you think that your institution/agency to have a supportive (informal or formal) structure and/or organizational culture that is advantageous to hosting fellows? Please explain.

Placement

Do you believe the fellowship placement is a good match:

42. With Fellow's current skills?

1-Very good
2-Good
3-Fair
4-Poor
5-Very Poor

43. The City's broader priorities?

1-Very good
2-Good
3-Fair
4-Poor
5-Very Poor

44. Given the priorities of your organization/agency or department and its needs?

1-Very good
2-Good
3-Fair
4-Poor



5-Very Poor

45. Reflecting back on the first year of the fellowship, knowing that you and your agency/organization and the fellow(s) worked hard to get the fellowship up and running, overall, how would you rate your satisfaction with your fellow's placement?

1-Very good

2-Good

3-Somewhat good

4-Poor

5-Very poor