CED Grantee Training Needs Assessment

Welcome to the annual CED Grantee Training Needs Assessment!

This is your opportunity to provide input on upcoming grantee training and technical assistance opportunities. This needs assessment should take you approximately 10-15 minutes to complete.

We will use the answers you provide to help shape the content of our annual grantee conference and webinars and identify training and technical assistance topics most relevant to you as a CED grantee.

If you have any questions, please contact us at: OCSRegistrar@icfi.com.

General Information

1. Please provide us with your information:
    a. Name: _____
    b. Title: _____
    c. Organization: _____
    d. Email: _____

2. What sector does your CED project address? (select all that apply)
    o Business incubator
    o Elimination of a food desert
    o Financing of a healthy food retail project
    o Manufacturing
    o Micro-lending/revolving loan
    o Real estate
    o Retail
    o Services (i.e. child care, home health care, etc.)
    o Other (please specify): _____

Attendance/Expectations

3. Have you participated in any of the following OCS training opportunities? (select all that apply)
    o CED Annual Grantee Conference
    o Live webinars
    o Pre-recorded webinars
    o HFFI conference call

4. What are your primary goals or expectations for a grantee conference, webinar, or training? (select all that apply)

- o   Obtain information
- o   Develop skills
- o   Advance expertise
- o   Identify grants and resources for sustaining projects
- o   Network with presenters and grantees
- o   Other (please specify): _____

Presentation Format

5. Which presentation format do you prefer? (select up to 2)
- o   CED Annual Grantee Conference
- o   Live webinars
- o   Pre-recorded webinars
- o   HFFI conference call

6. If applicable, what do you like about the Conference Call and Live Meeting format of the webinars? (select all that apply)
- o   Easy to Use
- o   Free
- o   Time Effective
- o   Convenient
- o   Interactive
- o   Access to the recorded webinar online
- o   N/A
- o   Other (please specify): _____

7. If applicable, what do you NOT like about the Conference Call and Live Meeting format * of the webinars? (select all that apply)
- o   Speakers were hard to follow
- o   PowerPoint Presentation was not engaging
- o   Technology Issues
- o   No live interaction
- o   My attention was lost easily
- o   N/A
- o   Other (please specify): _____

Grants Management Topics

8. How interested are you in seeing the following grants management topics addressed as part of our annual conference or on webinars to help you successfully implement your grant?

	Very interested	Somewhat interested	Neutral	Somewhat uninterested	Not at all interested
Grants management, policies, procedures, and resources					
Rules and regulations					
Payment management information					
Reporting and documentation requirements					
Managing reversionary interest					

Program Design Training Topics

9. How interested are you in seeing the following program design topics and skills addressed as part of our annual conference or on webinars to help you successfully implement your grant?

	Very interested	Somewhat interested	Neutral	Somewhat uninterested	Not at all interested
Managing a business plan					
Market analysis					
Program sustainability					
Project evaluation					
Recruiting low-income participants					
Social enterprise projects					
Sustaining jobs created					
Board training/capacity building					

Partnership/Collaboration Training Topics

10. How interested are you in seeing the following partnership and collaboration topics addressed as part of our annual conference or on webinars to help you successfully implement your grant?

	Very interested	Somewhat interested	Neutral	Somewhat uninterested	Not at all interested
Arranging and financing					

partnership/collaboration					
Business, industry, and economic development					
Collaborating with other HFFI agencies and programs					
Identifying additional financing					
Infrastructure and green building					
Federal and private foundation economic development					
Working with businesses					
Working with financial institutions					
Working with public officials/agencies					

Community Development Topics

11. How interested are you in seeing the following community development topics addressed as part of our annual conference or on webinars to help you successfully implement your grant?

	Very interested	Somewhat interested	Neutral	Somewhat uninterested	Not at all interested
Healthy food					
Health disparities					
Rural community development					
Green jobs					
Social justice					
Services (i.e. child care, home health care, etc.)					
Retail					
Business incubation					
Manufacturing					
Micro-lending/revolving loan					
Real estate					
Financial literacy and asset accumulation for clients					

Community/Demographic Information

12. Which of the following communities are you most interested in learning how to work with and address the needs of? (select up to 3)
    o   Low-income individuals
    o   Immigrants
    o   Refugees
    o   Native-American communities
    o   Formerly incarcerated individuals
    o   Individuals with disabilities
    o   Homeless individuals

Additional Comments

13. Are there any best practices about your project that you would like to share with other grantees? For example: evaluation tools, systems for tracking low-income participants, managing grant funds, etc.

14. Are there any keynote or substantive speakers you would like to recommend and if so, why? Please provide the individual's contact information, if available.

15. Are there any training resources, including online resources, that you have found or used that you believe to be particularly helpful and that you would like others to know about? If so, please list them here.

Thank you for your time and participation!