**EDA Workforce Data Collection Instrument**

**Notes to Inform the Reasoning of Questionnaires Design**

* Reasonable opportunity to measure quality and mobility job metrics with individual tracking vs inclusion in the survey
* It is important we measure demographics against outcomes, over time to see equity variables. We would do this at the individual level. Very hard to do at the training provider level.
* Ideally, we use a data survey platform that would store permanent answers to data fields e.g., core characteristics and use pipe text/auto fill from grant applicant information we already have

**Good Jobs Challenge: Draft Questionnaires for System(s), Training Provider(s), and Participant(s)**

*Basic Definitions*

System Lead: Lead entity of a regional workforce system.

Training Provider: all organizations/institutions training and preparing participants for successful employment and direct placement into jobs

Participants: all individuals participating in training and employment opportunities funded directly through GJC

Backbone Organization: Entity that manages each sectoral partnership

**System Questionnaire** – Good Jobs Challenge

Cadence: Every 6 months

|  |  |
| --- | --- |
| System Lead Characteristics |  |

|  |  |
| --- | --- |
| System Lead | Organization Name |
| Key Point of Contact | Name |
| Executive Team | Number and Demographic Makeup (% - race, ethnicity, and gender) |
| Board Members | Number and Demographic Makeup (% - race, ethnicity, and gender) |
| Type of Organization | *Drop down:*  Special District Government  City or Township Government  County Government  State Government  Chamber of Commerce  Workforce Development Board  Local Economic Development Agency  Other Regional Organization  Public/State Controlled Institution of Higher Education  Private Institution of Higher Education  Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)  Other nonprofit or community-based organization  Indian/Native American Tribal Government (Federally Recognized)  Indian/Native American Tribally Designated Organization Part B Institution (a historically Black college or university) Hispanic-serving institution  Tribal College or University  Alaska Native-serving institution or a Native Hawaiian-serving institution  Predominantly Black institution  Asian American and Native American Pacific Islander-serving institution  Native American-serving nontribal institution Other |
| How does your organization’s mission align to the stated outcomes of the Good Jobs Challenge? | *{text box, 100-character limit)* |
| FIPS Code |  |
| * If not included optional question to provide counties served |  |
| Good Jobs Program Budget Total | *Actual $* |
| What was the number of loans, grants, or contracts (**excluding** from government sources) obtained in support of this program (as a result of the assistance under the EDA grant)? | *\* Total sum of funding secured from a non-government source(s):*  *Number of loans:*  *Number of grants:*  *Number of contracts:* |
| What was the number of grants, contracts, or other funding obtained from government sources (including EDA)? | *\* Total sum of funding secured from a government source(s):*  *Number of grants/contracts/other funding:*  *Type of government funding secured (multi-select):*  *Federal*  *State*  *Local* |
| Did EDA help you to identify federal sources of financing over the past year? | *Yes/No/NA* |
| Did you assist your stakeholders in any of the following efforts to build regional economic resilience? | *Multi-select:*   * *Broaden the industrial base with diversification initiatives (e.g., development of emerging clusters or industries)* * *Pan for a resilient workforce (e.g., through skills strategies in growing industries)* * *Conduct pre- or post-disaster recovery planning* * *Establish a process for regular communication, monitoring, and updating of business community needs and issues* * *N/A* * *Other (please specify)* |

**What is the status of the system’s overall development?**

|  |  |
| --- | --- |
| System Development | Not Started, In Progress, Complete |
| Program Design | Not Started, In Progress, Complete |
| Program Implementation | Not Started, In Progress, Complete |

**For each sectoral partnership in the system, provide the following characteristics:**

|  |  |
| --- | --- |
| Sectoral Partnership Name | Name |
| Backbone Organization | Organization Name |
| Key Point of Contact | Name, email, phone number |
| Executive Team | Number and Demographic Makeup (% - race, ethnicity, and gender) |
| Board Members | Number and Demographic Makeup (% - race, ethnicity, and gender) |
| Type of Organization | *Drop down:*  Special District Government  City or Township Government  County Government  State Government  Chamber of Commerce  Workforce Development Board  Local Economic Development Agency  Other Regional Organization  Public/State Controlled Institution of Higher Education  Private Institution of Higher Education  Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)  Other nonprofit or community-based organization  Indian/Native American Tribal Government (Federally Recognized)  Indian/Native American Tribally Designated Organization Part B Institution (a historically Black college or university) Hispanic-serving institution  Tribal College or University  Alaska Native-serving institution or a Native Hawaiian-serving institution  Predominantly Black institution  Asian American and Native American Pacific Islander-serving institution  Native American-serving nontribal institution Other |
| How does the sectoral partnership’s mission align to the stated outcomes of the Good Jobs Challenge? | *{text box, 100-character limit)* |
| Status of Sectoral Partnership  Select phase and enter the estimated time frame before entering the next phase. | *Dropdown (multi-select):*  System Design  Program Design  Program Implementation |
| FIPS Code of Area Served |  |
| * If not included optional question to provide counties served or Native American reservation/trust land/area names |  |
| Good Jobs Program Budget Total | *Actual $* |
| Participants Targeted | *Dropdown (multi-select):*  COVID-impacted workers  Underemployed workers  Long-term unemployed  Short-term unemployed individuals  Incumbent workers  Women  Black or African American  American Indian or Alaska Native  Asian  Native Hawaiian or Other Pacific Islander  People living in rural communities  People living in coal communities  Veterans  Military spouses  Persons with disabilities  Disconnected youth  Individuals in substance abuse recovery  Individuals participating in TANF, SNAP, WIC  Individuals with past criminal records (e.g., justice impacted, reentry participants)  Other *(25-character text box)* |
| Industry Supporting | *Dropdown (multi-select):*  Aerospace and Defense  Agriculture or Food Production  Construction  Manufacturing  Retail or Wholesale Trade  Transportation, Distribution, and Logistics  Leisure and Hospitality (including food service)  Education  Healthcare and Health Services  Information Services (Publishing and Media)  Professional Services (Legal, Accounting, Finance, Architecture)  IT & Digital Skills (Programming, Systems)Cybersecurity  Blue Economy  Energy & Resilience  Other (*25-character text box)* |
| Recruitment Strategy | *Rank the most effective recruitment strategies for general enrollment:*  Community Partnerships  Union Membership  Non-profit Partnerships  Partnerships with Institutions of Higher Education  Traditional Advertisement  Events  Employer-Sponsored  Social Media  Friends/Family Referrals  Third Party Referrals  Faith-based institutions  Alumni Referrals Other (*25-character text box)* |
| Recruitment Strategy | *Rank the most effective recruitment strategies in serving underserved workers:*  Community Partnerships  Union Membership  Non-profit Partnerships  Partnerships with Institutions of Higher Education  Traditional Advertisement  Events  Employer-Sponsored  Social Media  Friends/Family Referrals  Third Party Referrals  Alumni Referrals Other (*25-character text box)* |
| What is the current staffing capacity for recruitment? | *Text Box (100-word limit)* |

**For each sectoral partnership in the system, provide the following:**

|  |  |
| --- | --- |
| Sectoral Partnership Name | Name |

**For each sectoral partnership in the system: Out of the stakeholders that are part of your system, in the past 6 months, how many:**

|  |  |
| --- | --- |
| Were added to the system? | Name of partner |
| Dropped out of the system? | Name of partner |
| * Primary reasons for dropping out? | *Dropdown, choose all that apply:*  Lack of staff capacity  Lack of time  Not aligned with program efforts  Cannot deliver services needed  Coordination efforts are not feasible/strong  Change in organization priorities  Financial trouble in the organization  Other (text box, 25-character limit) |
| Invested financial resources in the partnership/system efforts | *Estimated $* |
| Invested in-kind resources in the partnership/system efforts (excludes the lead grantee or backbone organizations, includes employers) | *Estimated $* |

**For each sectoral partnership in the system: Proposed good job opportunities**

|  |  |
| --- | --- |
| Target number of new job placements (at end of grant period).  *New job placements are defined as any work placement across hiring pathways and industries during the grant period.* | # |
| Have you had to change strategies in the last 6 months to hit your job placement goals? If so, why and what have you changed? | Text box |
| In the last 6 months, are your employer partners committed to hire and/or are actively hiring GJC participants? | Y/N |
| Has this target number changed over the last 6 months?   * If Y, why? | Y/N  Text box (100-word limit) |
| What are the top industries for job placements in the last 6 months? | *Dropdown, choose all that apply:*  Aerospace and Defense  Agriculture or Food Production  Construction  Manufacturing  Retail or Wholesale Trade  Transportation, Distribution, and Logistics  Leisure and Hospitality (including food service)  Education  Healthcare and Health Services  Information Services (Publishing and Media)  Professional Services (Legal, Accounting, Finance, Architecture)  IT & Digital Skills (Programming, Systems)  Cybersecurity  Blue Economy  Energy & Resilience  Other (text box 25-character limit) |
| For each industry selected, provide the top five expected job titles and wages in the last 6 months | *Job; Wage*  *Job; Wage*  *Job; Wage*  *Job; Wage*  *Job; Wage* |

**Training Provider Questionnaire** – Good Jobs Challenge

Cadence: Quarterly, Collected in aggregate for all training providers by the EDA Grantee (System Lead Entity or Backbone Organization) using a unique and consistent identifier for each training provider

**Institutional Information –** Provide for every training program in the system, even if led by the same provider

|  |  |
| --- | --- |
| Name of Training Provider | Name |
| Name of Training Program | Name |
| Length of Program | *Dropdown:*  Less than 3 months  3-6 months  7 – 12 months  13 – 24 months  25 – 36 months  37 48 months |
| Environment Type | *Dropdown:*  In-person  Hybrid in-person and remote  Permanently remote  Remote only due to Covid |
| Program Hours | *Dropdown (choose all that apply):*  Full time program  Part time program  Program has the option to take breaks and return |
| Job Prep Supports Provided (pre- or post-training) | *Dropdown (choose all that apply):*  Career coaching  Resume review  Interview prep  Other |
| Does your training program include soft skill training? | Y/N |
| Does your training program include job prep support? | Y/N |
| Does your program include work-based learning opportunities as defined as on-the-job training for more than 6 weeks? | Y/N |
| Program Tuition Cost | *Actual cost* |
| Other Supplementary Costs | *Actual cost* |
| Type of Credential Attained (based on WIOA statutory definitions) | *Dropdown:*  Title IV Degree (Post-secondary educational degrees and certifications)  Title IV Certificate (Post-secondary educational degrees and certifications)  Non-Title IV Degree (Post-secondary educational degrees and certifications)  Non-Title IV Certifications (Post-secondary educational degrees and certifications)  Micro-credentials (MOOC Providers)  Degrees from Foreign Universities (MOOC Providers)  Course Completion Certifications (MOOC Providers)  Occupational Licenses (Non-Academic Organizations)  Occupational Certificates (Non-Academic Organizations)  Registered Apprenticeships (Non-Academic Organizations)  Unregistered Apprenticeships (Non-Academic Organizations)  Coding Bootcamp Course Completion Certificate (Non-Academic Organizations)  Online Course Completion Certificate (Non-Academic Organizations)  Public School District Diplomas (Secondary Schools)  Private School Diplomas (Secondary Schools) |
| How many of your participants report using new skills acquired (from activities sponsored under the EDA grant)? | *# of participants using new skills*  *Types of new skills acquired (multi-select):*  Data analytics  Management/Leadership  Project management  Marketing/sales  Engineering/computer science  Finance/investment  Product development  Business analytics  Business development  Information technology  Other (place specify); if industry specific, please provide NAICS code(s) or descriptions |

**Participant Information**

Admissions:

|  |  |
| --- | --- |
| How many GJC Participants were **recruited** this quarter? | # |
| How many GJC Participants were **admitted** this quarter? | # |
| How many GJC Participants were **enrolled** this quarter? | # |

Training Completion:

|  |  |
| --- | --- |
| How many Participants were funded through the GJC completed training in the program? | # |
| How many GJC Participants completed training on-time? | # |
| How many GJC Participants completed training, but training was not continuous? | # |
| How many GJC Participants did not complete training in the program? | # |
| What was the reason for non-completion? | Provide the numerical total per non-completion reason:  \_\_ Participant(s) could not meet the technical requirements for graduation  \_\_ Participant(s) withdrew due to family obligations  \_\_ Participant(s) withdrew due to physical health reasons  \_\_ Participant(s) withdrew due to mental health reasons  \_\_ Participant(s) withdrew due to lack of adequate transportation  \_\_ Participant(s) withdrew due to lack of childcare  \_\_ Participant(s) withdrew due to financial obligations e.g., had to get a full-time job  \_\_ Participant(s) were dismissed due to behavior  \_\_ Participant(s) did not meet attendance requirements  \_\_ Participant(s) withdrew because they started a new job during training  \_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Employment:

|  |  |
| --- | --- |
| What is the employment status of Good Jobs Challenge-funded Participants after 6 months of program completion? | Provide the numerical total per graduated GJC Participant:  \_\_Employed In-field by an employer who partners with your training program  \_\_Employed In-field by an employer who doesn’t partner with your training program  \_\_Still seeking employment in-field  \_\_Not seeking employment in-field  \_\_Could not contact |
| Employment Type | Provide the numerical total per graduated GJC Participant:  \_\_ Full-time employment  \_\_ Part-time employment  \_\_ Seasonal employment  \_\_ Earn and Learn employment  \_\_ Other |
| If Earn and Learn employment, provide the number of the type of Earn and Learn model | \_\_ Registered Apprenticeship  \_\_ Non-registered Apprenticeship  \_\_ Internship  \_\_ Customized Training  \_\_ Incumbent Worker Training  \_\_ Transitional Jobs  \_\_ Cooperatives  \_\_ Practicums, Residences, or Fellowships  \_\_ Other |
| List the top three job occupations graduated GJC Participants are employed in after 6 months.  *Please use NAICS codes of the occupations, if possible.* |  |
| List the top three employers of Good Jobs Challenge-funded Participants are employed with after 6 months. |  |
| Salaries of participants | Provide the median for each:  \_\_ Median salary for full-time employment  \_\_ Median salary for part-time employment  \_\_ Median salary for Seasonal Employment  \_\_ Median salary for Earn and Learn employment  \_\_ Other |
| What percent of employed Participants reported their salaries? | # |
| What career and job preparation does your program provide during the training program? | Rank the effectiveness of the services you provide to participants seeking employment, dropdown:  Mock Interviews  Mentors  Coaching  Job Referrals  Networking Opportunities  Direct employment onramps/pathways to hire  Resume and Portfolio Support  Job Shadow Opportunities  Other\_\_\_\_\_\_\_\_\_\_ |
| What career and job preparation does your program provide after completion of the program? | Rank the effectiveness of the services you provide to participants seeking employment, dropdown:  Mock Interviews  Mentors  Coaching  Job Referrals  Networking Opportunities  Direct employment onramps/pathways to hire  Resume and Portfolio Support  Job Shadow Opportunities  Other\_\_\_\_\_\_\_\_\_\_ |

**Wraparound Services**

|  |  |
| --- | --- |
| What wraparound services/non-technical services do you directly provide? | *Dropdown (multi-select):*  Transportation  Childcare  Health Services  Legal Services  Counseling  Education Services  Clothing  Laptops  Wi-Fi  Other learning equipment  Work Supplies  Financial and budgeting resources  Other­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How many GJC Participants used these services? | # |
| What was the total cost of these services provided? | Actual |
| What was the median cost per person of these services? | Median |
| What wraparound services/non-technical services did you partner or fund with other organizations? | *Dropdown*:  Transportation  Childcare  Health Services  Legal Services  Counseling  Education Services  Clothing  Laptops  Wi-Fi  Other learning equipment  Work Supplies  Financial and budgeting resources  Other­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| How many GJC Participants used these services? | # |
| What was the total cost of these services provided? | Estimate |

**Overview**

1. **What is the total institutional cost spent per Participant from recruitment to placement?**
   1. **Total people that successfully completed the program:**
   2. **Total people that successfully placed into a job 6 months after completion:**
   3. **Total people that successfully placed into a job 12 months after completion:**
   4. **Total program cost:**
2. **For each student in your program:**

* Training start date
* Training end date
* Completed training (Y/N)
* Job start date
* Legal Name (First)
* Legal Name (Middle)
* Legal Name (Last)
* Date of Birth
* Physical Address of Residence