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	* Total sum of funding secured from a government source(s):

government sources (including EDA)?	*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	*# of participants using new skills*

the EDA grant)?	*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?**

    a. **Total people that successfully completed the program:**

    b. **Total people that successfully placed into a job 6 months after completion:**

    c. **Total people that successfully placed into a job 12 months after completion:**

    d. **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