

## Training Provider and Participant Questionnaire

### Location of Issue:

Training\_Provider

### Recommendation:

Reformat way to enter training providers and programs to ensure grantees save data. A number of grantees didn't enter information in correctly and it resulted in their information not being recorded.

### Impact on Burden:

None. Simply reformatting to simplify the process for grantees.

### Old

### New (agreed on as of 3/14)

The image shows two versions of a 'Training Provider Questionnaire' form. The 'Old' version (left) has a dark blue sidebar with buttons for 'Add New Training Provider', 'Delete Existing Training Provider', and 'Update Existing Training Provider'. The main form area is light blue and contains 'Step 1: Training Provider' with a 'Training Provider List' button and a 'Select Training Provider' dropdown. Below that is 'Step 2: Training Program' with three input fields for 'Training Program 1', '2', and '3'. A yellow 'Save' button is at the bottom right. The 'New' version (right) is a simplified table with a header 'Training Providers' and a sub-header 'example here'. It has a grid with 4 columns and 11 rows. A yellow 'Save' button is at the bottom right with the text 'Do not forget to hit save or your responses will not be recorded.'

### Location of Issue:

Institutional\_Information à Job Prep Supports Provided

### Recommendation:

Remove question because the question is later asked in the tab Career and job preparation in greater detail.

### Burden:

Reduces burden by removing the question.

### Old: (agreed on as of 3/14)

The image shows a screenshot of a form section titled 'Job Prep Supports Provided (pre- or post-training)'. Below the title, it says 'Select all that apply:' followed by a list of options: 'Career coaching', 'Resume review', 'Interview prep', and 'Other'.

---

**Location of Issue:**

Institutional\_Information → Other Supplementary Costs

**Recommendation:**

Remove question because the question because there are many cost related questions with overlapping amounts that could lead to double counting. Additionally, this does not give us much insight into what these costs are other than that they are supplementary to tuition. Further recommendation is to adapt the Program Tuition Cost to item to include both tuition and all required costs to attend the participate in the program.

**Burden:**

Reduces burden by removing the question.

**Old:**

Other Supplementary Costs (Actual Cost)
<i>example \$500.00</i>

**New (agreed on as of 3/15/2023)**

Program Tuition Cost (Actual Cost )
<i>Include all costs related to tuition.</i>

---

**Location of Issue:**

Institutional\_Information\_cont → How many of your participants report using new skills acquired

**Recommendation:**

Edit question because it is asking two questions, but there is only one response possible. We ask what skills were acquired and how many acquired those skills. It is most appropriate to just ask what skills were acquired, because the number of participants acquiring those skills would not differ significantly from number who engaged in training.

**Burden:**

No change. It simply clarifies the question for grantees.

**Old:**

How many of your participants report using new skills acquired (from activities sponsored under the EDA grant)?

*Types of new skills acquired by participants*

**Select all that apply:**

- Data analytics
- Management/leadership
- Project management
- Marketing/sales
- Engineering/computer science
- Trade Skills
- Healthcare
- Finance/investment
- Product development
- Business analytics
- Business development
- Information technology
- Other

**New: Agreed on as of 3/15/2023**

What new skills did participants acquire? <b>CHANGED</b>	What new skills did participants acquire? - Other <b>CHANGED</b>
<p><i>Types of new skills acquired</i></p> <p><b>Select all that apply:</b></p> <ul style="list-style-type: none"> <li>• Data analytics</li> <li>• Management/leadership</li> <li>• Project management</li> <li>• Marketing/sales</li> <li>• Engineering/computer science</li> <li>• Trade Skills</li> <li>• Healthcare</li> <li>• Finance/investment</li> <li>• Product development</li> <li>• Business analytics</li> <li>• Business development</li> <li>• Information technology</li> <li>• Other</li> </ul>	<p><b>Other (please specify)</b>  <i>If industry specific, please provide NAICS code(s) or descriptions. NAICS codes are available at <a href="http://www.census.gov/naics">www.census.gov/naics</a></i></p>

---

**Location of Issue:**

Earn and Learn

**Recommendations:**

Remove three categories from the Earn and Learn model as they are not applicable to GJC participants. The three categories are Transitional Jobs, Cooperatives, and Practicums, Residences, or Fellowships

**Burden:**

No change simplifies options for Earn and Learn models.

**Old:**

Transitional Jobs <b>REMOVE</b>	Cooperatives <b>REMOVE</b>	Practicums, Residences, or Fellowships <b>REMOVE</b>
: quarter, enter 0 for that model.		
<i># of Participants</i>	<i># of Participants</i>	<i># of Participants</i>

**Location of Issue:**

Career and job preparation

**Recommendations:**

Simplify the format to first ask for what services the training programs provides and then ask them to rank the five most effective services. Currently, the format asks to have all nine services ranked, which may or may not apply to that training program resulting in numerous empty responses and uncertainty as to which services the program provides.

**Burden:**

Reduces burden by asking to rank only five instead of nine.

**Old:**

What career and job preparation does your program provide DURING the training program?					
(MOST effective)	(SECOND most effective)	(THIRD most effective)	(FOURTH most effective)	(FIFTH most effective)	
Rank the effectiveness of the services you provide to participants seeking employment. Select the <b>MOST</b> effective service. <ul style="list-style-type: none"> <li>Mock Interviews</li> <li>Mentors</li> <li>Coaching</li> <li>Job Referrals</li> <li>Networking Opportunities</li> </ul>	Rank the effectiveness of the services you provide to participants seeking employment. Select the <b>SECOND MOST</b> effective service. <ul style="list-style-type: none"> <li>Mock Interviews</li> <li>Mentors</li> <li>Coaching</li> <li>Job Referrals</li> <li>Networking Opportunities</li> </ul>	Rank the effectiveness of the services you provide to participants seeking employment. Select the <b>THIRD MOST</b> effective service. <ul style="list-style-type: none"> <li>Mock Interviews</li> <li>Mentors</li> <li>Coaching</li> <li>Job Referrals</li> <li>Networking Opportunities</li> </ul>	Rank the effectiveness of the services you provide to participants seeking employment. Select the <b>FOURTH MOST</b> effective service. <ul style="list-style-type: none"> <li>Mock Interviews</li> <li>Mentors</li> <li>Coaching</li> <li>Job Referrals</li> <li>Networking Opportunities</li> </ul>	Rank the effectiveness of the services you provide to participants seeking employment. Select the <b>FIFTH MOST</b> effective service. <ul style="list-style-type: none"> <li>Mock Interviews</li> <li>Mentors</li> <li>Coaching</li> <li>Job Referrals</li> <li>Networking Opportunities</li> </ul>	
(SIXTH most effective)	(SEVENTH most effective)	(EIGHTH most effective)	(NINTH most effective)	Other	
Rank the effectiveness of the services you provide to participants seeking employment. Select the <b>SIXTH MOST</b> effective service. <ul style="list-style-type: none"> <li>Mock Interviews</li> <li>Mentors</li> <li>Coaching</li> <li>Job Referrals</li> <li>Networking Opportunities</li> </ul>	Rank the effectiveness of the services you provide to participants seeking employment. Select the <b>SEVENTH MOST</b> effective service. <ul style="list-style-type: none"> <li>Mock Interviews</li> <li>Mentors</li> <li>Coaching</li> <li>Job Referrals</li> <li>Networking Opportunities</li> </ul>	Rank the effectiveness of the services you provide to participants seeking employment. Select the <b>EIGHTH MOST</b> effective service. <ul style="list-style-type: none"> <li>Mock Interviews</li> <li>Mentors</li> <li>Coaching</li> <li>Job Referrals</li> <li>Networking Opportunities</li> </ul>	Rank the effectiveness of the services you provide to participants seeking employment. Select the <b>NINTH MOST</b> effective service. <ul style="list-style-type: none"> <li>Mock Interviews</li> <li>Mentors</li> <li>Coaching</li> <li>Job Referrals</li> <li>Networking Opportunities</li> </ul>	If selected other, please specify	

**New: Agreed on as of 3/15/2023**

What career and job preparation does your program provide DURING the training program?						
Select the services you provide to participants seeking employment DURING the training program.	MOST effective (DURING)	SECOND most effective (DURING)	THIRD most effective (DURING)	FOURTH most effective (DURING)	FIFTH most effective (DURING)	Other (DURING)
Select all that apply. <ul style="list-style-type: none"> <li>Mock Interviews</li> <li>Mentors</li> <li>Coaching</li> <li>Job Referrals</li> <li>Networking Opportunities</li> </ul>	Rank the effectiveness of the services you provide to participants seeking employment DURING the training program. Select the <b>MOST</b> effective service.	Rank the effectiveness of the services you provide to participants seeking employment DURING the training program. Select the <b>SECOND</b> most effective service.	Rank the effectiveness of the services you provide to participants seeking employment DURING the training program. Select the <b>THIRD</b> most effective service.	Rank the effectiveness of the services you provide to participants seeking employment DURING the training program. Select the <b>FOURTH</b> most effective service.	Rank the effectiveness of the services you provide to participants seeking employment DURING the training program. Select the <b>FIFTH</b> most effective service.	If selected other, please specify

**Location of Issue:**

Wraparound Service

**Recommendation:**

Edit questions to more clearly reflect what wraparound services are being provided with GJC funds and what wraparound services are being provided with leveraged funds/external funds. Currently, the questions are confusing and hard to differentiate between the two questions. The questions would be more clearly broken into “What wraparound services were provided with GJC funding” and “What wraparound services were provided with leveraged funding/other external funding.”

**Burden:**

No change. It simply clarifies the question for grantees.

**Old:**

What wraparound services/non-technical services did you partner or fund with other organizations?
Select all that apply: <ul style="list-style-type: none"> <li>Transportation</li> <li>Childcare</li> <li>Health Services</li> <li>Legal Services</li> <li>Counseling</li> <li>Education Services</li> <li>Clothing</li> <li>Laptops</li> <li>Wi-Fi</li> <li>Other learning equipment</li> <li>Work Supplies</li> <li>Financial and budgeting resources</li> <li>Other</li> </ul>

New: agreed on as of 3/15/2023

What wraparound services were provided with GIC funding?	What wraparound services were provided with leveraged funding/other external funding?
<p><b>Select all that apply:</b></p> <ul style="list-style-type: none"><li>• Transportation</li><li>• Childcare</li><li>• Health Services</li><li>• Legal Services</li><li>• Counseling</li><li>• Education Services</li><li>• Clothing</li><li>• Laptops</li><li>• Wi-Fi</li><li>• Other learning equipment</li><li>• Work Supplies</li><li>• Financial and budgeting resources</li><li>• Other</li></ul>	<p><b>Select all that apply:</b></p> <ul style="list-style-type: none"><li>• Transportation</li><li>• Childcare</li><li>• Health Services</li><li>• Legal Services</li><li>• Counseling</li><li>• Education Services</li><li>• Clothing</li><li>• Laptops</li><li>• Wi-Fi</li><li>• Other learning equipment</li><li>• Work Supplies</li><li>• Financial and budgeting resources</li><li>• Other</li></ul>

---

**Location of Issue:**

Overview → What is the total institutional cost spent per participant from recruitment to placement?

**Recommendation:**

Remove question because there are numerous questions about cost that are overlapping and could result in double counting or contradicting figures. Should we want to calculate this figure we still could by dividing the “Total Program Cost” by the number of participants.

**Burden:**

Reduces burden by removing the question.

Old: agreed on as of 3/15/2023

**What is the total institutional cost spent per participant from recruitment to placement?**