Urban Institute

Community-Based Job Training Grants: Grantee Survey

Survey Page 1 of 35

Thank you for taking the time to participate in the Survey of Community-Based Job Training Grants (CBJTG).

- **Who is administering this survey?** The Urban Institute, a nonprofit, nonpartisan research organization, is under contract with the U.S. Department of Labor (DOL), Employment and Training Administration (ETA) to conduct an evaluation of the CBJTG program, which includes this survey.

- **What is the purpose of the survey?** This survey will develop an inventory of activities undertaken with the grant funds and will provide information about promising strategies for developing effective training programs.

- **How long will it take to complete?** This survey will take approximately 60 minutes.

- **Is participation mandatory?** Please note that the solicitation for grant applications requires grantees to participate in an evaluation activities sponsored by DOL/ETA, including any that occur after the expiration of the grant.

- **Who will see my responses?** The Urban Institute treats the information you provide as private. All reports based on the survey will report findings at the aggregate level and responses to the survey will not be identified by organization or person in any publication.

- **Who can I contact with questions?** If you have any questions please contact: CBJTGsurvey@urban.org

Thank you again for participating in this survey. We greatly appreciate your time and assistance.

PLEASE RETURN BY APRIL 26, 2011.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1205-0480 and expires on 01/31/2014. The time required to complete this information collection is estimated to average one hour, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Labor Employment and Training Administration, Room N-5641 Frances Perkins Building, Attention: Bogdan Tereshchenko, 200 Constitution Ave., NW, Washington, DC 20210.

THE URBAN INSTITUTE 2100 M STREET, N.W. / WASHINGTON D.C 20037
Questions? Please feel free to send an email to CBJTGsurvey@urban.org
www.urban.org

Instructions:

Technical Instructions:

- **This web-based survey can be saved and completed in several sittings** by simply clicking the "Next" button at the bottom of the page to save your work. Upon reentering the survey, you will be routed to the last completed question.

- **The survey allows for multiple respondents**, which allows you to delegate sections of the survey to individuals who might have more in-depth information on a particular program or section. To share the survey, simply forward on the web link provided. Two users, however, cannot simultaneously enter information from different computers at the same time.

- **Should you prefer to complete the survey on paper rather than computer**, we will either mail you a paper version or email you a Microsoft Word document version of this survey. To request a survey in an alternative format, please contact CBJTGsurvey@urban.org.

Survey Contents: The survey is divided into nine sections:

- Respondent contact information;
- Basic information about the community-based job training grant;
- Training and other program activities;
- Capacity-building activities;
- Partnering with employers and other organizations;
- Leveraged resources;
- Sustainability of programming;
- Accomplishments; and
- Information about your organization.

Suggested Reference Documents: It may be necessary or helpful to have the following documents on hand while completing the survey, particularly for the sections pertaining to training activities, capacity-building activities, and leveraged resources:

- the original grant application and any modifications; and
- quarterly reports submitted to DOL.

Scope of Questions: Unless otherwise indicated, survey questions refer to all CBJTG-funded educational and training programs. Please answer in the affirmative if any of your CBJTG funded educational and training programs had the experience in question. We recognize that your CBJTG activities may be part of a larger effort by your organization but please answer the questions to the best of your ability as they are directly related to the CBJTG activities.

Section A. Respondent Contact Information

We have the following contact information in our records. Please correct the information as needed:

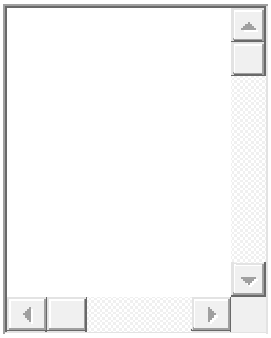
A1. Name of primary person completing this survey:

A2. Job Title:

A3. Name of Institution or Organization:

A4. Contact Information

a. Mailing Address:



b. Phone:

c. Email:

d. Website:

A5. Name, title, and organization of individual responsible for managing the grant (if different than survey respondent):

a. Full Name

b. Title:

c. Organization:

Section B. Basic Information about Your Community-Based Job Training Grant (CBJTG)

The purpose of this section is to confirm and obtain general information about your CBJTG Program grant and the overall design and objectives of the grant activities.

*B1. Was your grant still operational as of September 30, 2010?

- Yes
- No

B2. What is (was) the industry of focus for your CBJTG program activities? (Check all that apply.)

- ☐ a. Advanced Manufacturing
- ☐ b. Aerospace
- ☐ c. Automotive
- ☐ d. Aviation
- ☐ e. Biotechnology
- ☐ f. Construction
- ☐ g. Education
- ☐ h. Energy
- ☐ i. Engineering & Process Technology
- ☐ j. Financial Services
- ☐ k. Forestry
- ☐ l. Geospatial Technology
- ☐ m. Health Care
- ☐ n. Hospitality
- ☐ o. Information Technology
- ☐ p. Movie/TV Production
- ☐ q. Nanotechnology
- ☐ r. Transportation
- ☐ s. Non-Sector Specific
- ☐ t. Other, please specify: _____

*B3. Under your CBJT grant, does (did) your institution/organization operate all grant-funded programs and activities or do (did) you contract or have financial arrangements with others for some programs, activities, or other components?

- a. My institution/organization operates/d all grant activities and has/d no contracts or financial arrangements for other organizations to operate grant activities
- b. My institution/organization operates/d some grant activities and has/d contracts or financial arrangements with other organizations to operate some grant activities
- c. My institution/organization operates/d no grant activities and has/d contracts or financial arrangements with other organizations to operate all grant activities
- d. Don't know

If you answered b or c, then:

*i. What percentage of your CBJTG funds do (did) you contract out to other organizations?

- 1. 1-25%
- 2. 26-50%
- 3. 51-75%
- 4. 76-100%
- 5. Don't know

*ii. How many organizations do (did) you have a contract or other financial arrangements with to operate CBJTG activities?

*iii. What CBJTG do (did) activities do these organizations operate or support?
(Check all that apply)

- 1. Training programs
- 2. Capacity building activities (e.g. curriculum development, web site development)
- 3. Other, please specify:

*iv. With what types of organizations do (did) you have a contract or financial arrangement associated with the CBJTG grant?

(Check all that apply)

- ☐ 1. Community college
- ☐ 2. Community college district
- ☐ 3. Community-based organization
- ☐ 4. Employer
- ☐ 5. Faith-based organization
- ☐ 6. Independent Consultant
- ☐ 7. Industry association
- ☐ 8. Technical college
- ☐ 9. State community college system
- ☐ 10. University or other four-year institution
- ☐ 11. Workforce investment system organization (e.g., Workforce Investment Board, One-Stop Career Center)
- ☐ 12. Other, please specify: _____

CBJTG Project Design and Objectives:

*B4. Does (did) your CBJTG program address the following workforce issues?

Workforce Issues	Yes	No
a. Insufficient number of skilled workers in the community in the industry of focus	○	○
b. Lack of available education and/or training programs for industry in the community	○	○
c. Lack of training facilities, trainers/teachers, and/or equipment	○	○
d. Low levels of education or skills in the community	○	○
e. Poor employment opportunities, especially for low-skilled or other disadvantaged workers	○	○
f. Other, please specify:	○	○
g. Other, please specify:	○	○
h. Other, please specify:	○	○

*B5. On a scale of 1 to 4, with 1 being “not important at all” and 4 being “very important,” how important are (were) the following training objectives for your CBJTG program?

If your CBJTG program does not have or include the specific training objectives listed or an “other” training objective, please check the "Not applicable" box.

	Not important at all 1	2	3	Very important 4	Not applicable/ Did not have this objective
Training objectives					
a. Meeting trainee enrollment goals	○	○	○	○	○
b. Meeting trainee credential/certificate attainment goals	○	○	○	○	○
c. Meeting graduation/completion goals	○	○	○	○	○
d. Matching graduates with available jobs	○	○	○	○	○
e. Increasing earnings for graduates	○	○	○	○	○
f. Creating opportunities for promotion or moving up career ladders/ lattices	○	○	○	○	○
g. Increasing trainee satisfaction with training program	○	○	○	○	○
h. Meeting employer needs	○	○	○	○	○
i. Increasing skills of the workforce, including incumbent and dislocated workforce	○	○	○	○	○
j. Other, please specify:	○	○	○	○	○

*B6. On a scale of 1 to 4, with 1 being “not important at all” and 4 being “very important”, how important are (were) the following capacity-building objectives for your CBJTG project?

If your CBJTG grant program does not have or include the specific capacity-building objectives listed or an “other” capacity-building objective, please click the "Not applicable" box.

	1 Not important at all	2 A little important	3 Somewhat important	4 Very important	Not applicable/Did not have this objective
Capacity-building objectives					
a. Developing new educational/training programs	○	○	○	○	○
b. Expanding the number of education/training slots	○	○	○	○	○
c. Hiring or retraining faculty or instructors	○	○	○	○	○
d. Hiring or retraining staff to support education/training activities	○	○	○	○	○
e. Developing financial aid or scholarship programs	○	○	○	○	○
f. Expanding existing financial aid or scholarship options for trainees	○	○	○	○	○
g. Updating existing programs (including updating curriculum and upgrading equipment)	○	○	○	○	○
h. Designing or implementing new instructional techniques or technologies	○	○	○	○	○
i. Creating train-the-trainer programs (instructional training for faculty or other trainers)	○	○	○	○	○
j. Attracting future workers to the industry (e.g., creating “pipelines” of new workers or youth)	○	○	○	○	○
k. Improving access of disadvantaged workers to educational and training opportunities	○	○	○	○	○
l. Other, please specify:	○	○	○	○	○

Recruitment and Target Populations:

*B7. Are (were) the following groups a target population for your grant activities?

Population groups	Yes	No
a. Dislocated workers	○	○
b. New entry-level workers	○	○
c. Incumbent workers	○	○
d. Unemployed workers	○	○
e. Youth (pre-high school)	○	○
f. Youth (high school)	○	○
g. Youth (out-of-school/dropout)	○	○
h. People with disabilities	○	○
i. Veterans	○	○
j. Immigrants/refugees	○	○
k. African Americans	○	○
l. Hispanics	○	○
m. American Indians	○	○
n. Asian Pacific islanders	○	○
o. Low-income/disadvantaged	○	○
p. Men	○	○
q. Women	○	○
r. Underemployed	○	○
s. Older workers	○	○
t. Other, please specify:	○	○

Section C. Training and Other Program Activities

This section includes questions about the education/training programs (e.g., certificate/degree programs, apprenticeship/on-the-job training programs, summer programs for youth) that you operate(d) using CBJTG funds. Please complete this section using the definition of "education/training programs" that makes the most sense for your project; later questions gather more detailed information on your education/training programs.

Note that this survey can be filled out by multiple respondents if it is helpful to share this section with anyone in your organization who might have in-depth knowledge of particular grant-funded training/education programs.

Information on CBJTG-funded Education/Training Programs:

* C1. How many education/training programs do (did) you operate with CBJTG funds?

* C1a. Of these grant-funded training/education programs, how many primarily serve(d) youth?

(Youth 18 and under, including pre-high school, high school, and out-of-school youth)
(Write "DK" if you do not know)

* C1b. How many primarily serve(d) adults? (Write "DK" if you do not know)

* C1c. How many serve(d) both youth and adults? (Write "DK" if you do not know)

* C2. From what geographic area are (were) the participants drawn? (Choose only one)

- a. Within one city
- b. Within one county
- c. From multiple counties
- d. From multiple counties (across state lines)
- e. All counties in a state
- f. Multiple states
- g. Other (please specify):

* C3. What are the general characteristics of your program participants to date?
(Check all that apply, categories may not be mutually exclusive)

- a. Dislocated workers
- b. Incumbent Workers
- c. New entry-level workers
- d. Unemployed
- e. Underemployed
- f. Youth, Pre-High School
- g. Youth, High School
- h. Youth, Out-of school/dropout
- i. Low Income/ Disadvantaged
- j. Do not know
- k. Other (please specify):

*C4. Which of the following recruitment strategies does (did) your training program use? (check all that apply)

- ☐ a. Direct mail campaigns
- ☐ b. Distribution of flyers, posters or other self-produced educational/informational materials
- ☐ c. Door-to-door outreach
- ☐ d. Informational websites
- ☐ e. In-person presentations in the community (e.g. at schools, neighborhood centers, libraries)
- ☐ f. Media outreach campaigns (e.g. TV, radio, newspapers, professionally prepared ads on buses/bus shelters)
- ☐ g. Partnerships with employers and industry organizations
- ☐ h. Referrals from community- or faith-based organizations
- ☐ i. Referrals from the workforce system
- ☐ j. Toll-free informational hotlines
- ☐ k. Did not have a recruitment strategy
- ☐ l. Other

If you selected "other", please specify the goal:

* C5. For each of the following recruitment strategies, how effective did you find it? Rate a given strategy "effective" if you would recommend it without reservation to an operator of a similar program in the future, with the knowledge of the gamut of available recruitment strategies and under time and resource constraints similar to those your program faced.

Recruitment Strategies	Effective	Somewhat effective	Not effective
Direct mail campaigns	○	○	○
Distribution of flyers, posters or other self-produced educational/informational materials	○	○	○
Door-to-door outreach	○	○	○
In-person presentations in the community (e.g., at schools, neighborhood centers, libraries)	○	○	○
Informational websites	○	○	○
Media outreach campaigns (e.g., TV, radio, newspapers, professionally prepared ads on buses/bus shelters)	○	○	○
Partnerships with employers and industry organizations	○	○	○
Referrals from community- or faith-based organizations	○	○	○
Referrals from the workforce system	○	○	○
Toll-free informational hotlines	○	○	○
Other, please specify:	○	○	○

* C6. On a scale of 1 “A great challenge/problem” to 4 “Not a challenge/problem at all”, do (did) any of the following potential problems or barriers affect your recruitment or enrollment of participants? (Check all that apply for each program)

If your CBJTG grant program does not have or include the specific factors listed or an “other” factor, please click the "Not applicable" box.

	1 A great challenge/problem	2 Somewhat of a challenge/problem	3 A minor challenge/problem	4 Not a challenge at all	Not applicable
Potential recruitment or enrollment problems/barriers					
Adverse economic and labor market conditions	○	○	○	○	○
Difficulties with identifying and finding eligible participants	○	○	○	○	○
Insufficient referrals from partner community-based organizations	○	○	○	○	○
Insufficient referrals from partner employers/employer organizations	○	○	○	○	○
Insufficient referrals from partner(s) in the workforce system	○	○	○	○	○
Insufficient resources devoted to outreach and recruitment	○	○	○	○	○
Lack of effectiveness of selected outreach strategies	○	○	○	○	○
Low or inadequate basic skill levels of applicants	○	○	○	○	○
Participants’ difficulties with transportation	○	○	○	○	○
Other (please specify):	○	○	○	○	○

C7. List the job titles/occupations for which your grant-funded education/training programs prepare(d) participants (e.g., Registered Nurse, Industrial Maintenance Technician, Certified Supply Chain Professional, Emergency Medical Technician).

Job Titles/Occupations

a
b
c
d
e
f
g
h
i
j
k
l
m
n
o

C8. Are the occupations for which participants are (were) trained part of established career ladders/career pathways?

	Part of an established career pathway/ladder	Not part of an established career pathway/ladder
(populate from C7.a)	○	○
(populate from C7.b)	○	○
(populate from C7.c)	○	○
(populate from C7.d)	○	○
(populate from C7.e)	○	○
(populate from C7.f)	○	○
(populate from C7.g)	○	○
(populate from C7.h)	○	○
(populate from C7.i)	○	○
(populate from C7.j)	○	○
(populate from C7.k)	○	○
(populate from C7.l)	○	○
(populate from C7.m)	○	○
(populate from C7.n)	○	○
(populate from C7.o)	○	○

Other credential(s):

* C11. What support services do (did) your organization or its partners provide to participants in your grant-funded training/education programs?
(check all that apply)

- ☐ a. Child care assistance
- ☐ b. Coordination with public assistance
- ☐ c. "Critical Friend", coach, or mentor
- ☐ d. Emergency assistance (e.g., rental or utility assistance)
- ☐ e. Financial aid
- ☐ f. Financial counseling
- ☐ g. Peer support groups
- ☐ h. Personal/family counseling
- ☐ i. Transportation assistance
- ☐ j. None
- ☐ k. Other (please specify): _____

* C12. What employment services do (did) your organization or its partners make available to participants in your grant-funded training/education programs? (check all that apply for each program)
(Check all that apply for each program.)

- ☐ a. Employment/career counseling
- ☐ b. Interviewing skills/résumé workshops
- ☐ c. Job search assistance
- ☐ d. Referrals to job openings
- ☐ e. None
- ☐ f. Other (please specify): _____

Questions C13 and C14 ask for general assessments across all CBJTG-funded education/training programs.

* C13. On a scale of 1-4, with 1 being "Very difficult" and 4 being "Not difficult at all," how would you rate your experiences in the following areas?

	1 Very difficult	2 Somewhat difficult	3 A little difficult	4 Not difficult at all	Not applicable
Experiences					
a. Finding appropriate curriculum	○	○	○	○	○
b. Having applicants with basic skill levels needed to enter the training program	○	○	○	○	○
c. Having enough qualified faculty or trainers	○	○	○	○	○
d. Having the proper training facilities and equipment	○	○	○	○	○
e. Placing trainees in jobs after program completion	○	○	○	○	○
f. Receiving referrals from partner organizations	○	○	○	○	○
g. Recruiting eligible participants	○	○	○	○	○
h. Retaining trainees in the program	○	○	○	○	○

* C14.In your opinion, how successful would you say the program has been in each of the following areas:

Issues	1 Not at all successful	2 Not very successful	3 Somewhat successful	4 Very successful	Too soon to tell	Not applicable
a. Meeting enrollment goals	○	○	○	○	○	○
b. Achieving high graduation/completion rates	○	○	○	○	○	○
c. Matching graduates with available jobs	○	○	○	○	○	○
d. Increasing earnings for graduates	○	○	○	○	○	○
e. Creating opportunities for promotion or moving up career ladders/lattices	○	○	○	○	○	○
f. Meeting employer needs	○	○	○	○	○	○
g. Increasing trainee satisfaction	○	○	○	○	○	○
h. Other (please specify)	○	○	○	○	○	○

Goals and Progress to Date for CBJTG-funded Activities

This section asks about your program's overall goals and progress to date.

* C15. In which of the following areas did your program propose training goals in your original grant application?
(Check all that apply)

- ☐ a. Enrollment
- ☐ b. Program completion/graduation
- ☐ c. Credential attainment
- ☐ d. Employment or job placement
- ☐ e. Employment/job retention
- ☐ f. No original training/education goals
- ☐ g. Other

If you selected "other", please specify the goal:

* C16. In each area what was the original goal for your project, including all training programs? (In number of persons-do not use percentages)

	# of persons
a. Enrollment	
b. Program completion/graduation	
c. Credential attainment	
d. Employment or job placement	
e. Employment/job retention	
f. (populate from C15.g)	

C17. For the proposed goals, which of the goals have been met to date?

	Check all that apply
a. Enrollment	☐
b. Program completion/graduation	☐
c. Credential attainment	☐
d. Employment or job placement	☐
e. Employment/job retention	☐
f. (populate from C15.g)	☐

*C18. (For operational grantees only) For the proposed goals that have not been met to date, do you anticipate that they will be met by the end of your grant?

(Check all that apply)

	Yes	No
a. Enrollment	○	○
b. Program completion/graduation	○	○
c. Credential attainment	○	○
d. Employment or job placement	○	○
e. Employment/job retention	○	○
f. Other (please specify):	○	○

Questions C19 – C21 ask about your training programs that have separate goals and/or information on progress to date for youth.

C19. In what areas do (did) your CBJTG-funded training/education programs have separate goals for youth? (Check all that apply)

	Check all that apply
a. Enrollment	☐
b. Placement in employment or post-secondary education	☐
c. Attainment of a credential or degree	☐
d. Increase in one or more educational functioning levels	☐
e. Employment or education retention	☐
f. Earnings	☐
g. Completion of basic skills education or other work readiness activities	☐
h. No specific youth goals	☐
i. Other (please specify):	☐

C20. For the proposed youth-specific goals, which of the goals have been met to date?

	Check all that apply
a. Enrollment	☐
b. Placement in employment or post-secondary education	☐
c. Attainment of a credential or degree	☐
d. Increase in one or more educational functioning levels	☐
e. Employment or education retention	☐
f. Earnings	☐
g. Completion of basic skills education or other work readiness activities	☐
i. (populate from C19.i)	☐

* C21. For the proposed youth-specific goals that have not been met to date, do you anticipate that they will be met by the completion of your grant?

	Yes	No
a. Enrollment	○	○
b. Placement in employment or post-secondary education	○	○
c. Attainment of a credential or degree	○	○
d. Increase in one or more educational functioning levels	○	○
e. Employment or education retention	○	○
f. Earnings	○	○
g. Completion of basic skills education or other work readiness activities	○	○
h. Other (please specify):	○	○

Section D. Capacity-Building Activities

This section asks about the capacity-building activities undertaken during the grant period and how these activities were structured to meet the grant's objectives.

D1. What capacity-building activities are you implementing (did your program implement) using CBJTG funds?

(Check all that apply)

- ☐ a. Certification program development
- ☐ b. Curriculum development
- ☐ c. Degree program development
- ☐ d. Dual enrollment, articulation, or other programs that link secondary and post-secondary programs
- ☐ e. Hiring or retraining staff to support education/training activities
- ☐ f. Improvement or expansion of existing training program
- ☐ g. Installation and use of new instructional techniques or technologies
- ☐ h. New training program
- ☐ i. Programs to attract future workers to the industry
- ☐ j. Program to share faculty from business or other sectors
- ☐ k. Training of new or incumbent faculty or instructors
- ☐ l. Other, please specify

D1b. a. What is (was) the original goal for the number of training slots per year to be created?

b. How many new training slots per program cycle have been created as of September 30, 2010?

* D1c. What types of credentials are being created?

(Check all that apply)

- ☐ a. Associate's degree
- ☐ b. Industry-recognized certificate
- ☐ c. Occupational certificate
- ☐ d. Occupational license
- ☐ e. None
- ☐ f. Other type of credential, please specify

*D1d. How was your curriculum developed for your training programs?
(Check all that apply)

- ☐ a. Adapted from pilot courses funded through the grant
- ☐ b. Based on industry recognized standards
- ☐ c. Based on input from employers and/or industry
- ☐ d. Developed In collaboration with other colleges or state education systems
- ☐ e. Used available ETA products/materials (e.g., curriculum available on the Department of Labor's website workforce3one.org)
- ☐ f. Used "off the shelf" curriculum or curriculum already in use elsewhere
- ☐ g. Used standard processes (e.g., DACUM)
- ☐ h. Other, please specify

D1e. What populations are (did) you targeting to develop new pipelines of future workers for your industry of focus?

(Check all that apply)

- ☐ a. Elementary school students
- ☐ b. Middle school students
- ☐ c. High school students
- ☐ d. Out-of-school youth
- ☐ e. Dislocated (laid-off) workers
- ☐ f. Unemployed workers
- ☐ g. Other disadvantaged workers, please specify

D2. Have any of your CBJTG-funded activities resulted in any of the following products?

(Check all that apply)

- ☐ a. Assessment tools
- ☐ b. Distance learning programs
- ☐ c. Formal career ladder/lattice models
- ☐ d. New or improved websites
- ☐ e. New or revised curricula and course materials
- ☐ f. Outreach or recruitment materials
- ☐ g. Reports on or analyses of CBJTG-funded efforts
- ☐ h. Training curricula blended with basic skills education or training
- ☐ i. Training program designs and tools
- ☐ j. CBJTG-funded activities did not result in any products
- ☐ k. Other, please specify

* D3. Other than through ETA's e-learning and knowledge-sharing platform www.workforce3one.org, are the products (mentioned in D2) being shared with other programs and organizations?

- ○ No
- ○ Yes, please specify specific programs and organizations: [ ]

* D4. In your opinion, how successful would you say this grant-funded program has been in the following areas?

If your CBJTG grant program does not have or include the specific issues listed or an "other" issue, please click the "Not applicable" box.

	1 Not at all successful	2 A little successful	3 Somewhat successful	4 Very successful	Too soon to tell	Not applicable
Issues						
a. Developing new training programs	○	○	○	○	○	○
b. Expanding the number of training slots	○	○	○	○	○	○
c. Hiring or funding new faculty or instructors	○	○	○	○	○	○
d. Hiring or funding new staff to support training programs	○	○	○	○	○	○
e. Developing financial aid or scholarship options for trainees	○	○	○	○	○	○
f. Designing or implementing new instructional techniques or technologies	○	○	○	○	○	○
g. Creating train-the-trainer programs	○	○	○	○	○	○
h. Attracting future workers to the industry	○	○	○	○	○	○
i. Improving access to education and training opportunities for disadvantaged populations	○	○	○	○	○	○
j. Other, please specify	○	○	○	○	○	○

Section E. Partnering with Employers and Other Organizations

This section includes questions about the partners engaged in CBJTG activities and their roles.

E1. What types of organizations do (did) you partner with for CBJTG?
(Check all that apply)

Partners	Check all that apply
a. Career or job centers (other than One-Stop Career Centers)	☐
b. Community colleges, community college consortia, community college districts, or workforce development departments within community colleges	☐
c. Community-based organizations or other social services agencies	☐
d. Economic development organizations	☐
e. Faith-based organizations	☐
f. Industry associations or chambers of commerce	☐
g. Local government	☐
h. One-Stop Career Centers	☐
i. Philanthropic community (e.g., foundations)	☐
j. School districts	☐
k. Seed and venture capital organizations or individuals, investor networks, entrepreneurs	☐
l. State government	☐
m. Technical Colleges	☐
n. Unions	☐
o. Universities and other four-year colleges	☐
p. Vocational schools	☐
q. Workforce investment boards	☐
r. None, we do not partner with other organizations (skip to section F)	☐
s. Other, please specify:	☐

E2. Which of the following partners did you work with ***in the planning stages*** of your program?

Partners	Check all that apply
a. Career or job centers (other than One-Stop Career Centers)	☐
b. Community colleges, community college consortia, community college districts, or workforce development departments within community colleges	☐
c. Community-based organizations or other social services agencies	☐
d. Economic development organizations	☐
e. Faith-based organizations	☐
f. Industry associations or chambers of commerce	☐
g. Local government	☐
h. One-Stop Career Centers	☐
i. Philanthropic community (e.g., foundations)	☐
j. School districts	☐
k. Seed and venture capital organizations or individuals, investor networks, entrepreneurs	☐
l. State government	☐
m. Technical Colleges	☐
n. Unions	☐
o. Universities or other four-year colleges	☐
p. Vocational schools	☐
q. Workforce investment boards	☐
r. (populate from E1.s)	☐

E3. Which of the following partners do (did) you work with **while operating** your CBJTG activities?

Partners	Check all that apply
a. Career or job centers (other than One-Stop Career Centers)	☐
b. Community colleges, community college consortia, community college districts, or workforce development departments within community colleges	☐
c. Community-based organizations or other social services agencies	☐
d. Economic development organizations	☐
e. Faith-based organizations	☐
f. Industry associations or chambers of commerce	☐
g. Local government	☐
h. One-Stop Career Centers	☐
i. Philanthropic community (e.g., foundations)	☐
j. School districts	☐
k. Seed and venture capital organizations or individuals, investor networks, entrepreneurs	☐
l. State government	☐
m. Technical Colleges	☐
n. Unions	☐
o. Universities and other four-year colleges	☐
p. Vocational schools	☐
q. Workforce investment boards	☐
r. (populate from E1.s)	☐

E4. List the names of up to five (5) organizational partners that dedicated the most time/resources or played the most active/significant role in developing or implementing the CBJTG-funded project.

1

2

3

4

5

E5. Indicate the type of organization for each partner.

Partners	(populate E4.1)	(populate E4.2)	(populate E4.3)	(populate E4.4)	(populate E4.5)
a. Career or job centers (other than One-Stop Career Centers)	☐	☐	☐	☐	☐
b. Community-based organizations or other social services agencies	☐	☐	☐	☐	☐
c. Economic development organizations	☐	☐	☐	☐	☐
d. Faith-based organizations	☐	☐	☐	☐	☐
e. Industry associations or chambers of commerce	☐	☐	☐	☐	☐
f. Local government	☐	☐	☐	☐	☐
g. One-Stop Career Centers	☐	☐	☐	☐	☐
h. Philantropic community (e.g., foundations)	☐	☐	☐	☐	☐
i. School districts	☐	☐	☐	☐	☐
j. Seed and venture capital organizations or individuals, investor networks, entrepreneurs	☐	☐	☐	☐	☐
k. State government	☐	☐	☐	☐	☐
l. Technical Colleges	☐	☐	☐	☐	☐
m. Unions	☐	☐	☐	☐	☐
n. Universities or other four-year colleges	☐	☐	☐	☐	☐
o. Vocational schools	☐	☐	☐	☐	☐
p. Workforce investment boards	☐	☐	☐	☐	☐
q. Other, please specify:	☐	☐	☐	☐	☐

* E6. What resources and/or services does (did) the workforce investment system provide to your CBJTG activities?

(Check all that apply)

- ☐ a. Access to financial aid (e.g., Pell grants)
- ☐ b. Access to support services
- ☐ c. Advisory committee/steering committee participation
- ☐ d. Connections to employers or industry associations
- ☐ e. Curriculum development
- ☐ f. Direct funding/training contracts
- ☐ g. Internships
- ☐ h. Job placement services
- ☐ i. Job shadowing
- ☐ j. Mentoring
- ☐ k. Operation of training activities
- ☐ l. Referral to or assistance developing apprenticeships
- ☐ m. Referrals to your training programs
- ☐ n. Use of facilities
- ☐ o. Use of Individual Training Accounts (ITA)
- ☐ p. Use of staff as trainers
- ☐ q. None
- ☐ r. Other, please specify

*E7. What resources do (did) employers or industry associations provide to the CBJTG activities?

(Check all that apply)

- ☐ a. Advisory committee/steering committee participation
- ☐ b. Apprenticeships
- ☐ c. Curriculum development
- ☐ d. Financial resources for training
- ☐ e. Internships
- ☐ f. Interviews of program graduates
- ☐ g. Job shadowing opportunities
- ☐ h. Mentoring
- ☐ i. Operation of training programs
- ☐ j. Paid time for incumbent workers in training, or other incentives to workers for training
- ☐ k. Referrals of employees to your training program
- ☐ l. Referrals of individuals outside partner organization to your training program
- ☐ m. Support services
- ☐ n. Use of facilities
- ☐ o. Use of staff/employees as trainers
- ☐ p. None
- ☐ q. Other, please specify ☐

*E8. What roles do (did) your other partner organizations play in the implementation of the project?

(Check all that apply)

- ☐ a. Access to financial aid (e.g., Pell grants)
- ☐ b. Advisory committee/steering committee participation
- ☐ c. Apprenticeships
- ☐ d. Curriculum developmentrams
- ☐ e. Direct funding/training contracts
- ☐ f. Employment services
- ☐ g. Internships
- ☐ h. Job shadowing opportunities
- ☐ i. Mentoring
- ☐ j. Operation of training programs
- ☐ k. Referrals to your training program
- ☐ l. Support services
- ☐ m. Use of facilities
- ☐ n. Use of staff
- ☐ o. None
- ☐ p. Other, please specify

E9. On a scale of 1 to 5, with 1 being *definitely not* and 5 being *definitely will*, which partnerships are likely to continue after the end of the grant?

	1 Will not continue	2 Not likely to continue	3 Unsure	4 Likely to continue	5 Will continue
Partners					
a. Career or job centers (other than One-Stop Career Centers)	○	○	○	○	○
b. Community colleges, community college consortia, community college districts, or workforce development departments within community colleges	○	○	○	○	○
c. Economic development organizations	○	○	○	○	○
d. Faith-based organizations	○	○	○	○	○
e. Industry associations or chambers of commerce	○	○	○	○	○
f. Local government	○	○	○	○	○
g. One-Stop Career Centers	○	○	○	○	○
h. Philantropic community (e.g., foundations)	○	○	○	○	○
i. School districts	○	○	○	○	○
j. Seed and venture capital organizations or individuals, investor networks, entrepreneurs	○	○	○	○	○
k. State government	○	○	○	○	○
l. Technical Colleges	○	○	○	○	○
m. Unions	○	○	○	○	○
n. Universities or other four-year colleges	○	○	○	○	○
o. Vocational schools	○	○	○	○	○
p. Workforce investment boards	○	○	○	○	○
q. Other, please specify:	○	○	○	○	○

E9. Which partnerships have continued after the end of the grant?

	Continued	Did not continue
Partners		
a. Career or job centers (other than One-Stop Career Centers)	○	○
b. Community colleges, community college consortia, community college districts, or workforce development departments within community colleges	○	○
c. Economic development organizations	○	○
d. Faith-based organizations	○	○
e. Industry associations or chambers of commerce	○	○
f. Local government	○	○
g. One-Stop Career Centers	○	○
h. Philanthropic community (e.g., foundations)	○	○
i. School districts	○	○
j. Seed and venture capital organizations or individuals, investor networks, entrepreneurs	○	○
k. State government	○	○
l. Technical Colleges	○	○
m. Unions	○	○
n. Universities or other four-year colleges	○	○
o. Vocational schools	○	○
p. Workforce investment boards	○	○
q. Other, please specify:	○	○

E10. Why did/will your partnership not continue?

- ☐ a. Changing economic conditions
- ☐ b. Conflicting goals between your organization and partner organization
- ☐ c. Funding levels in partner organization
- ☐ d. Reached end of MOU, contract or financial arrangement
- ☐ e. Staff turnover in partner organization
- ☐ f. Other, please specify:

* E11. How difficult or easy has your experience been in the following areas? (Rate all that apply)

If your CBJTG grant program does not have experience in the listed areas or an "other" area, please click the "Not applicable" box.

	Very difficult 1	2	3	4	Very easy 5	Not Applicable
a. Accessing planned leveraged resources	○	○	○	○	○	○
b. Engaging partners throughout the grant period	○	○	○	○	○	○
c. Communicating with partners	○	○	○	○	○	○
d. Working with partners during changing economic conditions	○	○	○	○	○	○
e. Other (please specify)	○	○	○	○	○	○

* E12. In your opinion, how successful has your program been on supporting and strengthening partnerships with the following institutions?

If your CBJTG grant program does not have experience in the listed dimensions or an "other" dimension, please check the "Not applicable" box.

	Not successful at all 1	2	3	4	Very successful 5	Too soon to tell	Not applicable
Dimensions							
a. Educational institutions	○	○	○	○	○	○	○
b. Employers or industry associations	○	○	○	○	○	○	○
c. Public workforce system	○	○	○	○	○	○	○
d. Other organizations	○	○	○	○	○	○	○

Section F. Leveraged Resources

This section asks about the resources leveraged for your CBJTG-funded activities.

F1. Indicate the amount (in dollars) you proposed to "leverage" in your grant application.

a. How much of the planned leveraged resources were in the form of a financial contribution or grant from your own organization (not "in-kind" resources such as staff or equipment)?

- $

If unknown, please estimate:

- i. $0
- ii. $1 - $499,999
- iii. $500,000 - 999,999
- iv. $1,000,000 - 1,999,999
- v. $2,000,000 - 4,999,999
- vi. $5,000,000 - or more
- vii. Don't Know

b. How much of the planned leveraged resources were in the form of a financial contribution or grant **from partners** (not "in-kind" resources such as staff or equipment)?

- $

If unknown, please estimate:

- i. $0
- ii. $1 - $499,999
- iii. $500,000 - 999,999
- iv. $1,000,000 - 1,999,999
- v. $2,000,000 - 4,999,999
- vi. $5,000,000 - or more
- vii. Don't Know

c. How much of the planned leveraged resources were "in-kind" donations **from your own organization** (e.g., staff time, facilities, equipment)?

- $ [ ]

If unknown, please estimate:

- i. $0
- ii. $1 - $499,999
- iii. $500,000 - 999,999
- iv. $1,000,000 - 1,999,999
- v. $2,000,000 - 4,999,999
- vi. $5,000,000 - or more
- vii. Don't Know

d. How much of the planned leveraged resources were "in-kind" donations **from partners** (e.g., staff time, facilities, equipment)?

- $ [ ]

If unknown, please estimate:

- i. $0
- ii. $1 - $499,999
- iii. $500,000 - 999,999
- iv. $1,000,000 - 1,999,999
- v. $2,000,000 - 4,999,999
- vi. $5,000,000 - or more
- vii. Don't Know

F2. What share of the planned resources have you been able to (were you able to) leverage for CBJTG grant activities as of September 30, 2010? Estimate the share from 1 (None) to 5 (All).

If your CBJTG grant program did not plan to receive resources from the listed types of leveraged resources or an "other" type of leveraged resource, please check the "Not applicable" box.

	None		Half		All	
	1	2	3	4	5	Not applicable
Type and Source of Leveraged Resources						
a. Financial contribution or grant (not 'in-kind' resources such as staff or equipment) from your own organization	○	○	○	○	○	○
b. Financial contribution or grant from partners	○	○	○	○	○	○
c. "In-kind" donations from your own organization (e.g., staff time, facilities, equipment)	○	○	○	○	○	○
d. "In-kind" donations from partners	○	○	○	○	○	○

F3. What type of in-kind resources are (were) being provided to your CBJTG program?

(Check all that apply)

- ☐ a. Curriculum
- ☐ b. Expert consultants (e.g., trainers, curriculum developers, technology specialists,web designers)
- ☐ c. Staff time
- ☐ d. Supplies
- ☐ e. Training facility or space
- ☐ f. Training/office equipment
- ☐ Other, please specify: ____

* F4. Are you on track to meet (or have you met) your original goals for amount of leveraged funds?

- ○ Yes
- ○ No

*F5. Are (did) these leveraged funds coming (come) from the planned sources listed in your original application/project plan?

- Yes
- No

F6. Did you leverage any money that you did not anticipate? Please explain.

Section G. Sustainability of Programming

This section asks about the efforts underway to continue your CBJTG-funded activities after the end of the grant period.

*G1. Do you plan to maintain (have you maintained) the number of new training slots after the end of the CBJTG grant period?

- a. Yes
- b. No

* G2. How many of your (populate from C1) grant-funded education/training programs do you plan to continue operating (have you continued operating) after the end of the CBJTG grant period?

* G3. What are (will be) the major challenges to sustaining each of your education/training programs?

- a. Changes in the industry of focus
- b. Insufficient funding
- c. Insufficient partner support
- d. Lack of potential participants/students
- e. No major challenges
- f. Other, please specify:

* G4. What will be (is) the role of the public workforce system (WIBs and One-Stops, etc.) in sustaining programming after the CBJT grant ends?

- ☐ a. Access to financial aid (e.g., Pell grants)
- ☐ b. Access to support services
- ☐ c. Advisory committee/steering committee participation
- ☐ d. Connections to employers or industry associations
- ☐ e. Curriculum development
- ☐ f. Direct funding/training contracts
- ☐ g. Internships
- ☐ h. Job placement services
- ☐ i. Job shadowing
- ☐ j. Mentorships
- ☐ k. Operation of training activities
- ☐ l. Referral to or assistance with developing apprenticeships
- ☐ m. Referrals to your training programs
- ☐ n. Use of facilities
- ☐ o. Use of Individual Training Accounts (ITA)
- ☐ p. Use of staff as trainers
- ☐ q. None
- ☐ r. Other, please specify: _____

* G5. What specific role will (are) employer or industry association partners play (playing) in sustaining programming after the CBJT grant ends?

- ☐ a. Advisory committee/steering committee participation
- ☐ b. Apprenticeships
- ☐ c. Curriculum development
- ☐ d. Financial resources for training
- ☐ e. Internships
- ☐ f. Interviews of program graduates
- ☐ g. Job shadowing opportunities
- ☐ h. Mentoring
- ☐ i. Operation of training programs
- ☐ j. Paid time for incumbent workers in training, or other incentives to workers for training
- ☐ k. Referrals of employees to your training program
- ☐ l. Referrals of individuals outside partner organization to your training program
- ☐ m. Support services
- ☐ n. Use of facilities
- ☐ o. Use of staff/employees as trainers
- ☐ p. None
- ☐ q. Other, please specify: _____

G6. What specific role will (are) other partner organizations play (playing) in sustaining programming after the CBJT grant ends?

- ☐ a. Access to financial aid (e.g., Pell grants)
- ☐ b. Advisory committee/steering committee participation
- ☐ c. Apprenticeships
- ☐ d. Curriculum development
- ☐ e. Direct funding/training contracts
- ☐ f. Employment services
- ☐ g. Internships
- ☐ h. Job shadowing opportunities
- ☐ i. Mentorships
- ☐ j. Operation of training programs
- ☐ k. Referrals to your training program
- ☐ l. Support services
- ☐ m. Use of facilities
- ☐ n. Use of staff
- ☐ o. None
- ☐ p. Other, please specify

*G7. Will you or have you developed a plan in the following areas for continuing beyond the grant period?

Program Areas	Yes, have developed new plans	No, will not develop plans	Have not developed plans yet
a. Capacity-building initiatives	○	○	○
b. Organizational/institutional partnerships	○	○	○
c. Recruitment	○	○	○
d. Training programs/initiatives	○	○	○
e. Other project components? Please specify:	○	○	○

* G8. Prior to grant completion, did you develop plans for continuing grant activities beyond the grant end date?

○ a. Yes

○ b. No

* G9. Have you continued all or at least part of grant activities after the end of the grant?

○ a. Yes

○ b. No

G10. If yes, have you continued your program's:

If your CBJTG grant program does not have or include the listed program areas or an "other" program area, please check the "Not applicable" box.

	At the same level of effort during the grant period	At a greater level of effort	At a smaller/modified level of effort	Not sustained at all	Not applicable
Program Areas					
a. Capacity-building initiatives	○	○	○	○	○
b. Organizational/institutional partnerships	○	○	○	○	○
c. Recruitment	○	○	○	○	○
d. Training programs/initiatives	○	○	○	○	○
e. Other project components? Please specify:	○	○	○	○	○

* G11. Were any new sources of funding and resources developed for your CBJTG activities after the grant ended and/or were you able to continue using the same funding and resources (other than DOL/ETA grant funds)?

○ a. All new funding and resources developed

○ b. New funding and resources developed but previous ones still used

○ c. Same funding and resources still used and no new ones developed

○ d. Do not know

Section H. Accomplishments

This section asks about your overall impressions of what you have been able to (were able to) accomplish with the CBJTG and any improvements you would suggest to the grant program.

H1. In your opinion, what were the greatest accomplishments of your program? Please list.

Please list.

H2. What were the biggest challenges and/or obstacles that your organization encountered as you tried to accomplish goals.

Please list.

H3. Please feel free to share anything else we may not have asked you about.

Section I. Information about Your Educational Institution or Public Workforce System Organization

The purpose of this final section is to learn about your institution, organization, or agency.

I1. How would you classify the grantee organization/institution?

- a. Community college or other post-secondary educational institution or group of post secondary institutions (e.g., district or consortium)
- b. An organization or agency within the public workforce investment system (e.g., workforce investment board, One-Stop Career Center, state or local workforce agency)

*I2. Is your educational institution a:
(Check all that apply)

- ☐ a. Community college
- ☐ b. Technical College
- ☐ c. Community college district
- ☐ d. State community college system
- ☐ e. Other, please specify: _____

* I3. Approximately how many students or trainees attended programs at your institution (or for grantees that are community college districts or community college systems, in your district or system) in the 2009-2010 school year?

- ○ a. None
- ○ b. 1-500
- ○ c. 501-1,000
- ○ d. 1,001-2,500
- ○ e. 2,501-5,000
- ○ f. 5,001-10,000
- ○ g. More than 10,000
- ○ h. Don't know

*I4. What year was your organization founded?

- ○ a. Don't know
- ○ b. (Year): _____

I5. If the exact year that your organization was founded is unknown, then please mark one of these ranges:

- ○ a. After 1990
- ○ b. 1960-1990
- ○ c. Before 1960
- ○ d. Don't know

I6. What is your institution's/district's/system's budget for your most recent fiscal year?

- a. Don't know
- b. $:

If exact budget number is unknown, then please mark one of these ranges:

- a. $0
- b. $1-100,000
- c. $100,001-500,000
- d. $500,001-1,000,000
- e. $1,000,001-2,500,000
- f. $2,500,001-5,000,000
- g. Over $5,000,000
- h. Don't know

*I7. What percentage of your student body in the 2009-2010 school year received a Pell grant?

- a. 0%
- b. 1-25%
- c. 26-50%
- d. 51-75%
- e. 76-100%
- f. Don't know

*I2. Is your organization a:
(Check all that apply)

- ☐ a. Workforce investment board
- ☐ b. One-Stop Career Center or One-Stop Operator
- ☐ c. State workforce agency
- ☐ d. Local workforce agency
- ☐ e. Other, please specify: _____

* I3. Approximately how many clients did your organization serve in your most recent program year (not including customers that received "core services")?
Please use an *unduplicated* count.

- ○ a. None
- ○ b. 1-500
- ○ c. 501-1,000
- ○ d. 1,001-2,500
- ○ e. 2,501-5,000
- ○ f. 5,001-10,000
- ○ g. More than 10,000
- ○ h. Don't know

*I4. What year was your organization founded?

- ○ a. Don't know
- ○ b. (Year): _____

If the exact year that your organization was founded is unknown, then please mark one of these ranges:

- ○ a. After 1990
- ○ b. 1960-1990
- ○ c. Before 1960
- ○ d. Don't know

*I5. What was your organization's budget for your most recent fiscal year?

- a. Don't know
- b. $:

If exact budget number for your last fiscal year is unknown, then please mark one of these ranges:

- a. $0
- b. $1-100,000
- c. $100,001-500,000
- d. $500,001-1,000,000
- e. $1,000,001-2,500,000
- f. $2,500,001-5,000,000
- g. Over $5,000,000
- h. Don't know

*I6. What percentage of clients in your most recent program year was considered low-income?

- a. 0%
- b. 1-25%
- c. 26-50%
- d. 51-75%
- e. 76-100%
- f. Don't know

Thank you for taking the time to answer this survey!