



ED-918: Annual Capacity Outcomes Questionnaire for EDA Grantees (Non-infrastructure programs)

Please use this PDF only as a guide to prepare your answers. You must submit your GPRA report through Qualtrics.

OMB Approved ED-918
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Dear EDA grantee,

The purpose of this annual questionnaire is to collect information **on the outcomes attributable to program activities sponsored under an EDA grant** (or a cooperative agreement). Please report on one year of outcomes at a time (do not report cumulatively from the start of performance under the current grant). **The reporting period for each report will be included in the distribution email and in Qualtrics. See FAQ for more.**

The first section contains questions on private investment, wages, and job creation and retention outcomes as a result of the EDA grant.

The second section is broken out into the following categories of outcomes:

2. Markets and Business Networks Outcomes
3. Innovation, Technology Transfer and Commercialization Outcomes
4. Financing and Investment Outcomes
5. Human Capital and Workforce Outcomes
6. Organizational Capacity Outcomes (includes a subsection on CEDS)

NOT all categories of questions will apply to the outcomes you expect from your project, so you will be able to bypass any category that is not applicable to your project or skip* or select "N/A" in the cases of inapplicable questions.

For the purposes of this data collection, the word "client" can also mean "beneficiary", "firm", or "borrower". For more information on the methodology for this questionnaire, please visit: <https://www.eda.gov/performance/> or e-mail programevaluation@eda.gov.

Agency Disclosure Notice: This information collection is authorized by OMB control #0610-0098. Public reporting burden for this collection of information is estimated to average 6 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to U.S. Department of Commerce, (Economic Development Administration, 1401 Constitution Ave NW, Washington, DC 20230.). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penal

EDA Grant Information

* Please enter your EDA grant number:

* If applicable, what is the target **industry(ies)** of the scope of work under the EDA grant? (use [NAICS](#) codes where possible)

N/A

Please enter industry NAICS code(s):

Private Investment, Operating Revenue, and Jobs Outcomes

For the following questions, only report on **the results from the last year** (not cumulative since the start of the grant) and **only enter a number** (e.g., do not enter "USD", "\$", "sq.ft", etc). If a question is applicable, but the outcome was not achieved, check "No" or enter 0; if not applicable, please check "N/A"; if results are not known yet, please enter or check "Unknown". *Only the questions with asterisks are mandatory.*

* How much [private investment](#) (USD) was leveraged as a result of the EDA grant?

- N/A
- Unknown (but expected)
- Total private investment leveraged:

How many full-time jobs were [created](#) as a result of the EDA grant (permanent, direct or directly-attributable to EDA grant)? Please convert part-time jobs into FTEs.

- N/A
- Unknown (but expected)
- Number of jobs created

How many full-time jobs were [retained](#) as a result of the EDA grant (permanent, direct or directly-attributable to EDA grant)? Please convert part-time jobs into FTEs.

- N/A
- Unknown (but expected)
- Number of jobs retained

[NAICS](#) codes for the reported jobs:

If available, please provide average **hourly wages or annual income for the jobs reported:**

Average hourly wages (USD)

Average gross annual income (USD)

Product, Production Processes & Business Capacities

* Was the EDA grant intended to improve **products, production processes and/or business capacities** of your organization and/or your region's?

This includes new or improved designs for products, processes or services, cost reductions or operational, environmental, or energy efficiency improvements.

All information reported should pertain to the outcomes stemming from the project activities sponsored under an EDA grant/cooperative agreement.

(Yes/No)

Product, Production Processes & Business Capacities

For the following questions, only report on **the results from the last year** (not cumulative since the start of the grant) and **only enter a number** (e.g., do not enter "USD", "\$", "sq.ft", etc). If a question is applicable, but the outcome was not achieved, check "No" or enter 0; if not applicable, please check "N/A"; if results are not known yet, please enter or check "Unknown". *Only the questions with asterisks are mandatory.*

* How many **new products** were introduced into the market over the past year (as a result of the activities under the EDA grant)?

N/A

Number of new products:

* Did your organization achieve **cost reductions from operational efficiencies or quality improvements** (as a result of the activities sponsored under the EDA grant)?

(Yes/No/N/A)

* Total cost savings from the improvements:

N/A

Unknown (but expected)

Total savings reported (USD):

* Did the activities under the EDA grant result in **energy efficiency or other sustainability improvements**?

(Yes/No/N/A)

* Did the activities under the EDA grant result in improved **resilience to natural or other disasters**?

(Yes/No/N/A)

Markets & Business Networks

* Was the EDA grant intended to improve access **to new markets and/or business networks** for your organization and/or your region?

This includes access to new networks, increased participation in [regional cluster](#)-related activities, and new business strategies developed.

All information reported should pertain to the outcomes stemming from the project activities sponsored under an EDA grant/cooperative agreement.

(Yes//No)

Markets & Business Networks

For the following questions, only report on **the results from the last year** (not cumulative since the start of the grant) and **only enter a number** (e.g., do not enter "USD", "\$", "sq.ft", etc). If a question is applicable, but the outcome was not achieved, check "No" or enter 0; if not applicable, please check "N/A"; if results are not known yet, please enter or check "Unknown". *Only the questions with asterisks are mandatory.*

* How many **new professional/business relationships** did your organization form (as a result of the activities under EDA grant)?

- N/A
- Unknown
- Number of new professional/business relationships

Did your organization or community you serve engage in a [regional cluster](#)?

- Yes - to increase supply chain opportunities for the businesses in the region
- Yes - to increase productivity of the businesses in the region
- Yes - to attract enterprises to the region
- No
- N/A
- Yes (Other reasons)

* Did your organization develop any of the following **international market strategies for your region** (as a result of the activities under the EDA grant)?

- Export
- Foreign Direct Investment
- E-commerce (international markets)
- N/A
- Other (please specify)

Innovation, Technology Transfer & Commercialization

* Was the EDA grant intended to improve [innovation](#), technology transfer, or commercialization capacities of your organization and/or of your region?

This includes improvements in the [Technology Readiness Level](#), licensing new technologies, obtaining patents, or other government approvals as a result of EDA-sponsored activities such as purchase of new scientific equipment.

All information reported should pertain to the outcomes stemming from the project activities sponsored under an EDA grant/cooperative agreement.

(Yes/No)

Innovation, Technology Transfer & Commercialization

For the following questions, only report on **the results from the last year** (not cumulative since the start of the grant) and only enter a number (e.g., do not enter "USD", "\$", "sq.ft", etc). If a question is applicable, but the outcome was not achieved, check "No" or enter 0; if not applicable, please check "N/A"; if results are not known yet, please enter or check "Unknown". *Only the questions with asterisks are mandatory.*

* How many **new technologies** were licensed or brought to market (as a result of the activities under the EDA grant)?

- N/A
- Unknown (but expected)
- Number of newly licensed technologies:

* How many new patents, trademarks, or copyrights were **obtained** (as a result of the activities under the EDA grant)?
If not applicable, please enter "1" next to "N/A".

Patents	<input style="width: 480px; height: 25px;" type="text"/>
Trademarks (registered with USPTO)	<input style="width: 480px; height: 25px;" type="text"/>
Copyrights	<input style="width: 480px; height: 25px;" type="text"/>
N/A	<input style="width: 480px; height: 25px;" type="text"/>

* How many new patents, trademarks, or copyrights **are pending** (as a result of the activities under the EDA grant)?
If not applicable please enter "1" next to "N/A".

Patents	<input style="width: 480px; height: 25px;" type="text"/>
Trademarks (registered with USPTO)	<input style="width: 480px; height: 25px;" type="text"/>
Copyrights	<input style="width: 480px; height: 25px;" type="text"/>
N/A	<input style="width: 480px; height: 25px;" type="text"/>

Did you increase the [Technology Readiness Level \(TRL Tool\)](#) of a product or products (as a result of the activities under the EDA grant)? *TRL assessment helps track the improvement of a technology, from basic research to scale and operation.*

(Yes/No/N/A)

If yes, by how many levels did the TRL increase?

- N/A
- Unknown (but expected)
- Average technology readiness level increase:

Financing & Investment

* Was the EDA grant intended to improve your or your region's **access to financing and/or investment opportunities?**

This includes angel/venture deals, loans and grants (e.g., Small Business Innovation Research (SBIR) grants) and other types of external financing that ensures financial sustainability of an organization or a region.

All information reported should pertain to the outcomes stemming from the project activities sponsored under an EDA grant/cooperative agreement.

(Yes/No)

Financing & Investment

For the following questions, only report on **the results from the last year** (not cumulative since the start of the grant) and only enter a number (e.g., do not enter "USD", "\$", "sq.ft", etc). If a question is applicable, but the outcome was not achieved, check "No" or enter 0; if not applicable, please check "N/A"; if results are not known yet, please enter or check "Unknown". *Only the questions with asterisks are mandatory.*

What was the number of loans, grants, contracts, or other funding (**excluding from government sources**) obtained as a result ^{*} of the activities under the EDA grant?

If not applicable, please enter "1" next to "N/A".

Number of loans	<input type="text"/>
Number of contracts	<input type="text"/>
Number of grants	<input type="text"/>
Other funding	<input type="text"/>
N/A	<input type="text"/>

^{*} Total sum of funding from **non-government sources** secured:

- N/A
- Unknown (but expected)
- Enter amount (USD):

^{*} What was the number of grants, contracts, or other funding obtained from the **government sources (including EDA)** as a result of the EDA grant?

- N/A
- Unknown (but expected)
- Number of grants/contracts/other funding:

* Total sum of funding secured from **government sources**:

- N/A
- Unknown (but expected)
- Enter amount (USD):

Type of **government** funding secured (check all that apply):

- Federal
- State
- Local

Please specify the source (e.g., [SBIR](#)) of **government funding** obtained:

* Did EDA help you to identify the resources or helped coordinate the use of other **federal** resources?

(Yes/No/N/A)

Human Capital & Workforce

* Was the EDA grant intended to support **human capital and/or workforce development** of your organization and/or region?

This includes training or skill development initiatives, employees obtaining degrees or certificates, or new hiring activities.

All information reported should pertain to the outcomes stemming from the project activities sponsored under an EDA grant/cooperative agreement.

(Yes/No)

Human Capital & Workforce

For the following questions, only report on **the results from the last year** (not cumulative since the start of the grant) and only enter a number (e.g., do not enter "USD", "\$", "sq.ft", etc). If a question is applicable, but the outcome was not achieved, check "No" or enter 0; if not applicable, please check "N/A"; if results are not known yet, please enter or check "Unknown". *Only the questions with asterisks are mandatory.*

* How many of your stakeholders report using **new skills** acquired from activities under the EDA grant (e.g., workforce training initiatives)?

- N/A
- Unknown (but expected)
- Number of stakeholders:

* Types of **new skills** acquired:

- Data analytics
- Management/Leadership
- Project management
- Marketing/sales
- Engineering/computer science
- Finance/investment
- Product development
- Business analytics
- Business development
- Information technology
- N/A
- Other (please specify); if industry-specific, please provide a NAICS code.

* How many of the **employees/trainees** received certifications as a result of the EDA grant?

- N/A
- Unknown (but expected)
- Number of employees with licenses/certifications:

* Focus of **the licenses or certifications** reported above: (Please check all that apply)

- Management/Leadership
- Business development
- Finance
- Project management
- Data science
- Data analytics
- Information technology
- N/A
- Other (please specify); if industry or occupation-specific; please provide NAICS codes:

* If training or skills sessions were developed in partnership **with private sector stakeholders**, were any of the following **outcomes achieved**:

- Increased wages for the trainees
- Job placements
- N/A
- Other (please specify)

* How many **new employees, contractors, or consultants** as a result of the activities under the EDA grant?
(Please convert into FTEs)

- N/A
- Number of new hires/contractors/consultants:

Organizational Capacity

* Was the EDA grant intended to improve **institutional or organizational capacity of your community, region, and/or organization** through planning, research, or other capacity-building activities?

This includes developing, updating, or implementing a [Comprehensive Economic Development Strategy \(CEDS\)](#) or non-CEDS economic development plans, conducting feasibility studies, applying for and securing funding from federal and non-federal sources to support institutional capacity and long-term strategies for regional economic resilience.

All information reported should pertain to the outcomes stemming from the project activities sponsored under an EDA grant/cooperative agreement.

(Yes/No)

Organizational Capacity

* Over the past year, did you and/or your beneficiaries (including participating sub-jurisdictions) work on the development, update, and/or implementation of a [Comprehensive Economic Development Strategy \(CEDS\)](#)?

- Development
- Update
- Implementation
- I did not work on CEDS

Organizational Capacity

For the following questions, only report on **the results from the last year** (not cumulative since the start of the grant) and only enter a number (e.g., do not enter "USD", "\$", "sq.ft", etc). If a question is applicable, but the outcome was not achieved, check "No" or enter 0; if not applicable, please check "N/A"; if results are not known yet, please enter or check "Unknown". *Only the questions with asterisks are mandatory.*

* Over the past year, did you create or finish any of **the following tools** that was developed to guide organizational strategy and/or planning?

- Research (economic development)
- Feasibility study
- Economic impact analysis (including IMPLAN ©, REMI ©, or regression analyses)
- Disaster recovery, mitigation, or resilience plan
- Non-CEDS Economic development plan
- Market study
- Workforce development strategy
- Productivity improvement study
- A toolkit/web portal
- N/A
- Other (please specify)

Primary focus/goal(s) of the project(s)/tools reported above:

- Foster entrepreneurship
- Attract foreign direct investment
- Support growth in U.S. exports
- Strengthen or develop existing or emerging industry clusters
- Strengthen or develop regional workforce or human capital
- N/A
- Other (please specify)

What **other entity** did you collaborate on economic development planning with over the past year?

- Local education institution
- Local nonprofit organization
- Regional economic development organization
- Local government organization (excluding educational Institutions)
- Local business organization (e.g., chamber of commerce)
- State government
- Federal government (other than EDA)
- N/A
- Other (please specify)

* Did you take any following actions to build or strengthen the [economic resilience](#) of your region? (Check all that apply)

- Broaden the industrial base with diversification initiatives (e.g., development of emerging clusters or industries)
- Plan for a resilient workforce (e.g., through skills strategies in growing clusters)
- 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)

If you had already responded to the following questions in the “Financing & Investment” section, leave the responses below blank. If not applicable, please make sure to check “N/A”. Otherwise, please report on the outcomes from the last year.

How many economic development grant or loan application(s) from a **non-government** source did you submit (as a result of the activities under the EDA grant)?

- N/A
- Number of applications:

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

- N/A
- Unknown (but expected)
- Enter amount (USD):

How many economic development grant or loan application(s) from a **government** source did you submit (as a result of the activities under the EDA grant)?

- N/A
- Number of applications:

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

- N/A
- Unknown (but expected)
- Enter amount (USD):

Type of **government** funding secured:

- Federal
- State
- Local
- N/A

Type(s) of projects under the secured funding:

- Infrastructure (e.g., water sewer, road, rail, etc./other than buildings or facilities)
- Construction or renovation of a facility (e.g., incubator)
- Technical assistance
- Workforce training
- Planning/Research

Did EDA help to identify or to coordinate the use of other **federal** resources?

 (Yes/No)

Organizational Capacity (CEDS)

For the following questions, only report on **the results from the last year** (not cumulative since the start of the grant) and only enter a number (e.g., do not enter "USD", "\$", "sq.ft", etc). If a question is applicable, but the outcome was not achieved, check "No" or enter 0; if not applicable, please check "N/A"; if results are not known yet, please enter or check "Unknown". *Only the questions with asterisks are mandatory.*

* Over the past year, how the [CEDS](#) (or the process of developing or updating the CEDS) serve as a tool to help you and your beneficiaries (including participating jurisdictions) build or plan for building [economic resilience](#) in your region:

- Broaden the industrial base through diversification initiatives (e.g., development of emerging clusters or industries)
- Build a resilient workforce (e.g., through skills strategies in emerging industries)
- Conduct pre- and post-disaster economic recovery planning
- Establish a process for regular communication, monitoring, and updating of business community needs and issues
- N/A
- Other (please specify)

Primary focus/goal(s) of the project(s) under the CEDS over the past year:

- Foster entrepreneurship
- Attract foreign direct investment
- Enhance community assets to support growth in U.S. exports
- Workforce development strategies
- N/A
- Other (please specify)

If you had already responded to the following questions in the "Financing & Investment" section, leave the responses below blank. If not applicable, please make sure to check "N/A". Otherwise, please report on the outcomes from the last year.

How many **CEDS-aligned** economic development grant or loan applications from a **non-government source(s)** did you and/or your beneficiaries submit?

N/A

Number of applications:

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

N/A

Unknown (but expected)

Enter amount (USD):

How many **CEDS-aligned** economic development grant or loan applications for a **government** source did you and/or your beneficiaries (including participating jurisdictions) submit?

N/A

Number of applications:

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

N/A

Unknown (but expected)

Enter amount (USD):

Type of **government** funding was secured:

Federal

State

Local

N/A

Type(s) of projects under the secured funding:

- Infrastructure (e.g., water sewer, rail, etc./other than buildings/facilities)
- Construction or renovation of a facility (e.g., incubator)
- Technical assistance
- Workforce training
- Planning/Research
- N/A

Was the proposed CEDS-aligned project(s), coordinated with or integrated into another **federally-funded** planning document (e.g., HUD Consolidated Plan, FEMA Hazard Mitigation Plan)?

(Yes/No/N/A)

Did EDA help to identify or to coordinate the use of other **federal** resources ?

(Yes/No/N/A)

Narrative Section

* Is information on the reported outcomes available at the census tract or county level? If possible, please provide the [census tract](#) numbers or [FIPS codes](#) or Native lands/area names:

- N/A
- No
- Yes (Please list counties/FIPS codes/Native lands names)

Did you use any of the following tools to plan, track and/or measure progress of the projects supported through the scope of work under the EDA grant? Check all that apply:

- [StatsAmerica: Cluster Mapping](#)
- [StatsAmerica: CEDS Resource Library](#)
- [StatsAmerica: Innovation Index 2.0](#)
- [StatsAmerica: the Regionizer](#)
- [StatsAmerica: Opportunity Zones](#)
- [StatsAmerica: Measuring Distress](#)
- NA
- Other (please specify)

Please use this section for additional comments (e.g., use this space to report on a success story resulting from the grant; if applicable, please provide links to your annual reports where you might use the same data as reported)

What impact, if any, does the project have for distressed communities or underserved populations?