

EVALUATION PLAN AND SCOPE OF WORK

Background

FFY adheres to the highest standards of accountability both locally and at the state level. FFY will use the processes and support of the State First 5 Commission to carry out the evaluation of funded programs. First 5 California uses a common set of definitions of result areas and service areas. For a copy, call the FFY Commission office at 749-4877 or visit the website at www.first5yuba.org.

We recognize that there is great variation in the capacity of local community-based organizations to define and measure program results and that appropriate evaluation techniques vary according to the program and population being served. We will provide evaluation training and technical assistance to grantees.

Directions for completing the Scope of Work Worksheet

Step 1: Identify Grant/Project Name, Partner/Agency Name and Contact Information, Strategic Plan Outcome Area, and Strategies and Indicators

Identify strategies and indicators specific to your proposal. An indicator is a condition of well-being for children, adults, families, providers or communities. Consider what you plan to achieve with the FFY funds you are requesting. What will change for your organization, your clients, and/or the community? Please use the FFY Strategic Plan as a reference.

Note: The page limit for the Application Narrative does not include the Scope of Work Form. Suggest as many indicators as you wish.

Examples:

- increase the community awareness of Commission programs and activities,
- Increase family reading/storytelling,
- Increase the number of early care and education providers who become accredited, and
- Increase the number of pregnant women receiving adequate prenatal care.

Step 2: Program Activities

How you do it? What activities/strategies are planned for the year to achieve related grant strategies and indicators? What steps will have to be completed to accomplish the activity/strategy?

Examples:

- Mental Health Consultant will provide 10 weekly individual play therapy sessions for 25-30 children, ages 3-4

- Beginning in August 2009, Parenting Education Facilitator will provide six 8-week parenting groups for Spanish-speaking parents with 6-10 parents per group.
- Consultant will translate 5 prenatal handouts into Spanish
- Purchase dental education supplies for 100 child care providers and 200 parents

Step 3: Identify Process/Performance Measures

Identify 2-5 process or performance measures for the activities you are proposing. What measures will you use to track your efforts and to capture how well your agency or program service delivery is working? Try to include a measure of *quantity* as well as *quality* and of *effort* as well as *effect*. Be realistic about what is feasible for you to measure. We are not looking for extensive lists.

Examples:

- Number of parenting education classes held (quantity and effort)
- Number of mothers, fathers and grandparents attending (quantity)
- Number and percent of parents rating their satisfaction with the classes as “high”/”medium”/”low” (quality)
- Number and percent of parents scoring 90% or better on a parenting class post test (effect)

Step 4: Identify Your Data Sources, Methods and Supporting Documents

Identify how your organization will gather the data needed to report on the performance measures you have defined. Your evaluation plan should include, where possible or relevant, data sources and data collection methods such as surveys, questionnaires, chart/document review, pre/post tests, sign-in sheets, school records, or observation. The methods should use or build on existing data collection wherever possible. Qualitative information such as focus group results, interviews, program descriptions, case studies, and client feedback are also welcome. Please place an asterisk (*) next to any documents you will submit with your reports if you are funded (e.g., a blank copy of your parenting class posttest, sample copies of parenting handouts).

Please note that the Commission does not want evaluation and data collection to consume a large percentage of an organization’s time or project budget. Where possible, evaluation activities should build on existing data collection and documentation—i.e., organizations should not plan to develop elaborate new instruments or systems, especially if the grant is small. On the other hand, proposals should reflect the true costs of data collection and accountability efforts. *Organizations should not allocate more than 5% of their project budgets for evaluation activities.*

SCOPE OF WORK WORKSHEET

GRANT/PROJECT NAME: _____

PARTNER/AGENCY NAME AND CONTACT INFORMATION: _____

Strategic Plan Outcome Area: _____

Strategic Plan Strategies: _____

Strategic Plan Indicators: _____

PROGRAM ACTIVITIES (HOW YOU DO IT? WHAT ACTIVITIES/STRATEGIES ARE PLANNED FOR THE YEAR TO ACHIEVE RELATED GRANT STRATEGIES AND INDICATORS? WHAT STEPS WILL HAVE TO BE COMPLETED TO ACCOMPLISH THE ACTIVITY/STRATEGY?)	PROCESS/PERFORMANCE MEASURES (HOW MANY YOU DID?) AND/OR OUTCOME MEASURES (WHO BENEFITED, HOW MUCH?)	DATA SOURCES, METHODS, DOCUMENTS (WHAT DOES SUCCESS LOOK LIKE FOR THIS ACTIVITY AND HOW WILL YOU GATHER INFORMATION TO DOCUMENT SUCCESS?)

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