



Date : June 8, 2010

To : ICCFFC Grantees/Subcontractors

From : Julio Rodriguez

Subject: **End-of-Year Reports Fiscal Year 2009-2010**

Enclosed is a copy of the End-of-Year Evaluation Questionnaire the Imperial County Children and Families First Commission requires of all grantees/subcontractors funded through the regular RFP for Fiscal Year 2009-2010. The form consists of 10 questions directed toward the performance and outcomes recorded by Commission funded projects, in addition to a section requesting data on populations served. The due date for the End-of-Year Questionnaire is **Thursday, July 15, 2010**. Please note that the fourth quarter reports are also due on this date; these reports consist of the following:

- *Performance Evaluation Chart*
- *Performance data entered into the Proposition 10 Evaluation Data System (PEDS)*
- *Activity Summary Sheet, and*
- *Budget Reports*

The End-of-Year Evaluation Questionnaire, in addition to all other 4th Quarter Report forms, will be available on the Commission website, which is www.icprop10.org. A Microsoft Word version of this form will also be emailed to the individual listed as the contact person for your project by the Commission. If you have any questions regarding the end-of-year reporting requirement do not hesitate to contact me at (760) 482-2991. Thank you for your time and attention to this matter.

Attachment enclosed



**Individual Project Assessment Sheet
 End-of-Year Evaluation Questionnaire
 2009-2010**

Date due: *July 15, 2010*

Date: _____

Agency Name: _____ Contact Person: _____

Project Name: _____ Staff Involved: _____

No.	Evaluation Question/Response
1.	Was the project funded by the Imperial County Children and Families First Commission successful in reaching the goals and objectives described in the Performance Evaluation Charts? Please explain by individual objective:
2.	How have children prenatal to 5 years of age and/or their families benefited from this project? Explain how groups served have benefited directly or indirectly as a result of services provided.

3.	<p>Please provide a description of each objective used within the scope-of-work identified by the project? (Include the objective; how it is measurable; what the outcomes were; if the project reached/exceeded/fell short of its success measures or projected outcomes and an explanation of the reported success of the project; how the project manager/coordinator would monitor objectives and strategies throughout the year; who was involved in the realization of the objectives; and any additional information that can assist in evaluating the proposed project.) <i>Please note: this question should be answered individually for each objective and the quality of the response is important; include relevant data collected for each objective and pre/post-test result summaries if applicable. (Attach additional sheets for this question if necessary)</i></p>
4.	<p>List the highlights or examples of accomplishments the project has had for the 2009-2010 fiscal year:</p>
5.	<p>Were project services research based and/or based on best practice models? Please provide an explanation with your answer:</p>
6.	<p>Were any changes made during the course of the project? If so, what was the rationale for these changes?</p>
7.	<p>List current efforts or activities the agency has undertaken to ensure the sustainability of the project? <i>If a Sustainability Plan has been drafted, please attach a copy of the plan to this questionnaire. Also include any information on funds leveraged to support the project and explain how these funds may have worked to impact the community.</i></p>

8.	What process was used to evaluate the overall impact and performance of the project for the fiscal year? <i>Include a description of the process, who was involved, data collection instruments used, evaluation documents, etc.</i>
9.	Identify any major challenges faced by the project during the fiscal year, and how these challenges were or will be addressed. (This may present an opportunity to highlight activities or services that the project undertook during the project year that may have gone above and beyond the scope-of-work identified by the project)
10.	Describe any systems change efforts that have resulted due to the implementation of this project. Explain these efforts, and provide information on how changes in the current system will affect children 0-5 years of age, their families and/or caregivers.

Please provide the following totals for populations served from July 1, 2009 through June 30, 2010:

Children:

0-2 _____

3-5 _____

Parents: _____

Family Members: _____

Caregivers:

Medical _____

Childcare/preschool _____

Outreach _____

Other _____ (Please identify what is meant by the selection of "Other", e.g., Kindergarten Teacher, administrator, students, etc.)