

Appendix 5  
20DPP00418

Final Comprehensive 5-year Evaluation Report Outline

1. The final evaluation must include, but is not limited to, the following sections:
  - a. Introduction
    - ✓ Background and description of program (hours of operation, site locations); and
    - ✓ Description of target population (grade levels, ethnic and racial background, economic status, students with disabilities and non-public school/student participation).
  - b. Program Implementation
    - ✓ Range and intensity of all required program components and detailed activities;
    - ✓ Staff specialties and certifications; and
    - ✓ Summary of accomplishments in program development and implementation with acknowledgement of changes in program design/implementation from previous years.
  - c. Measures and Outcomes – Use quantitative and qualitative data<sup>1</sup> to:
    - ✓ Analyze trends (e.g., attendance, parent involvement, teacher rating, activity and subject categories addressed);
    - ✓ Make comparisons with state, national and federal standards;
    - ✓ Determine progress toward achieving the state goals and objectives;
    - ✓ Determine the level of achievement of each local level indicator identified in the previous NGO;
    - ✓ Describe youth and family outcomes; and
    - ✓ Make comparisons of impact across program years, grade levels, sites to: determine common characteristics and achievements, and identify program strengths and weaknesses.
  - d. Summary and Conclusions
    - ✓ Major accomplishments;
    - ✓ Review and status of recommendations from previous program year evaluation; and
    - ✓ Plans to sustain and continue the program.

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<sup>1</sup> Use graphs and tables to describe and to picture trends and depict impact. Include data from PARS21 and PPICS.

<sup>5</sup> Administrative costs are defined as those within the budget line items 200-100; 200-600; 400-732; and 200-860.

2. Program Description Report, as a separate attachment (4 pages maximum), must also be included, which details a description of:
  - a. the grantee agency;
  - b. established collaborations and/or partnerships and their contributions;
  - c. total population serviced (including non-public school students, if any);
  - d. characteristics of the student population (looking at students who have attended the program for at least 70 days or more);
  - e. enrollment, recruitment, and retention efforts;
  - f. program components (activities) offered;
  - g. average program and administrative costs<sup>5</sup>;
  - h. staffing and professional development offered;
  - i. linkages to school-day staff and activities;
  - j. coordination with other federal, state, or local programs; and
  - k. sustainability progress and achievement.