

PROGRAM NAME

| PROGRAM AREA | CRITERIA | POINTS |
|--|---|--------|
| <p>Quality of Work</p> <ol style="list-style-type: none"> 1) The program is run effectively and efficiently. 2) The program is implementing all of the proposed components such as recruitment, intervention activities, follow-up, referrals, and evaluation. 3) Program activities are implemented in a timely, professional, and organized manner. 4) The materials distributed are suited to the scope of services provided. | <p>Points Possible = 0 – 5</p> <p>5 = <i>Program is excellent/outstanding. No improvements needed.</i></p> <p>4 = <i>Program is good. Minimal improvements needed.</i></p> <p>3 = <i>Program is fair. Some improvements needed.</i></p> <p>2 = <i>Program is poor. Significant improvements are needed.</i></p> <p>1 = <i>Program is unacceptable. Extensive/major improvements are needed.</i></p> <p>A corrective action plan is required.</p> <p>0 = <i>Progress and follow through on corrective action plan is insufficient.</i></p> <p><i>A meeting with the YCCFC Executive Director and Agency's Executive Director is required.</i></p> | |
| <p>COMMENTS:</p> | | |
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| <p>Quantity of Work</p> <ol style="list-style-type: none"> 1) Progress toward the Scope of Work objective numbers is sufficient at this point in time. 2) The program is progressing according to the work plan and time line. | <p>Points Possible = 0 – 5</p> <p>5 = <i>Progress is excellent/outstanding. Progress exceeds requirement(s).</i></p> <p>4 = <i>Progress is good. Progress meets or very nearly meets requirement(s).</i></p> <p>3 = <i>Progress is fair. Some improvements needed.</i></p> <p>2 = <i>Progress is poor. Significant improvements are needed.</i></p> <p>1 = <i>Progress is unacceptable. Extensive/major improvements are needed.</i></p> <p>A corrective action plan is required.</p> <p>0 = <i>Progress and follow through on corrective action plan is insufficient.</i></p> <p><i>A meeting with the YCCFC Executive Director and Agency's Executive Director is required.</i></p> | |
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| <p>Evaluation</p> <ol style="list-style-type: none"> 1) The program is conducting process evaluation according to their Scope of Work. 2) The agency is analyzing process evaluation data to determine if sufficient progress is being made. 3) The program is conducting outcome evaluation according to their Scope of Work. 4) The agency is analyzing impact evaluation data to determine if the program is having the intended impact. If the program is not having the intended impact, then the agency has identified problems and changes that are needed. 5) The program is working to solve any challenges or problems that have been encountered. | <p>Points Possible = 0 – 5</p> <p>5 = <i>Evaluation is excellent/outstanding. No improvements needed.</i></p> <p>4 = <i>Evaluation is good. Minimal improvements needed.</i></p> <p>3 = <i>Evaluation is fair. Some improvements needed.</i></p> <p>2 = <i>Evaluation is poor. Significant improvements are needed.</i></p> <p>1 = <i>Evaluation is unacceptable. Extensive/major improvements are needed.</i></p> <p>A corrective action plan is required.</p> <p>0 = <i>Progress and follow through on corrective action plan is insufficient.</i></p> <p><i>A meeting with the YCCFC Executive Director and Agency's Executive Director is required.</i></p> | |
| <p>COMMENTS:</p> | | |
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| <p>Fiscal Accountability</p> <ol style="list-style-type: none"> 1) Quarterly fiscal reports are accurate and complete and are submitted in a timely manner. 2) All program fiscal documents (original receipts, operating budgets, budget justifications, financial reports, etc.) are on-file. 3) Agencies with multiple funding streams show clear documentation of that “double dipping” is not occurring 4) Agencies have a sustainability plan in place to maximize resources and continue projects after Commission funds conclude. | <p>Points Possible = 0 – 5</p> <p>5 = <i>Fiscal accountability is excellent. Agency is operating in a fiscally sound manner.</i></p> <p>4 = <i>Fiscal accountability is good. Agency is missing some fiscal documentation, but is mostly correct and/or complete.</i></p> <p>3 = <i>Fiscal accountability is fair. Some improvements needed.</i></p> <p>2 = <i>Fiscal accountability is poor, significant improvements needed.</i></p> <p>1 = <i>Fiscal accountability is not evident or not complete. Extensive improvements needed. A corrective action plan may be required.</i></p> <p>0 = <i>Progress on action plan is insufficient. A meeting with the YCCFC Executive Director and Agency's Executive Director is required.</i></p> | |
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| <p>Documentation of Program Activities (Data Collection) 5) All program documentation is appropriate and on-file. 6) All the forms that are required for process evaluation (sign-in sheets, outreach logs, etc.) are complete and on-file. 7) All the forms that are required for impact evaluation (pretests, posttests, skill building measures, behavior change self-reports, etc.) are complete and on-file.</p> | <p>Points Possible = 0 – 3 3 = <i>Documentation is excellent. Documentation is evident and it is correct and complete.</i> 2 = <i>Documentation is good. Documentation is evident and is mostly correct and/or complete.</i> 1 = <i>Documentation is fair to poor. Documentation is evident, but used incorrectly and/or is incomplete. A corrective action plan may be required.</i> 0 = <i>Documentation is unacceptable. Documentation is not evident or not complete. A meeting with the YCCFC Executive Director and Agency's Executive Director is required.</i></p> | |
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| <p>Submission of Reports 1) The quarterly reports are submitted by the deadlines. 2) The quarterly reports are complete and include fiscal reports. 3) The quarterly reports are accurate.</p> | <p>Points Possible = 0 – 3 3 = <i>Quarterly reports are excellent. Reports are consistently complete, accurate, and on-time.</i> 2 = <i>Quarterly reports are good. Reports need improvements in areas of completeness, accuracy, and/or timeliness of submission.</i> 1 = <i>Quarterly reports are fair to poor. Reports are consistently incomplete, inaccurate, and/or late. A corrective action plan may be required.</i> 0 = <i>Quarterly Reports are unacceptable. Reports are not complete and/or significantly late or not submitted at all. A meeting with the YCCFC Executive Director and Agency's Executive Director is required.</i></p> | |
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| <p>Access to Target Population</p> <ol style="list-style-type: none"> 1) The program is reaching the intended target group(s). 2) The program is able to recruit and retain clients. 3) If the program includes the use of incentives, they are being used appropriately, effectively and efficiently. 4) All program activities and materials are appropriate for the target audience. 5) The program is working to solve any challenges or problems that have been encountered. | <p>Points Possible = 0 – 3</p> <p>3 = <i>Access to target population is excellent. Program is reaching identified target audience.</i></p> <p>2 = <i>Access to target population is good. Minimal improvements needed.</i></p> <p>1 = <i>Access to target population is fair to poor. Significant changes and/or improvements are needed. A corrective action plan may be required.</i></p> <p>0 = <i>Access to target population is unacceptable. Progress and follow through on corrective action plan is insufficient. A meeting with the YCCFC Executive Director and Agency's Executive Director is required.</i></p> | |
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COMMENTS

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| <p>Program Staff</p> <ol style="list-style-type: none"> 1) Project staffing reflects the positions listed in the budget. 2) The staffing plan (positions) is adequate to meet the needs of the program. 3) All positions are filled; staffing has been consistent. 4) All staff has received adequate training. There is a plan/opportunity for additional/on-going training. 5) Staff is culturally competent in regards to the target population(s). | <p>Points Possible = 0 – 3</p> <p>3 = <i>Staffing is excellent. No improvements needed.</i></p> <p>2 = <i>Staffing is good. Minimal staffing changes and/or improvements needed.</i></p> <p>1 = <i>Staffing is fair to poor. Staffing issues are compromising program's activities and/or quantity and quality of work. A corrective action plan is required.</i></p> <p>0 = <i>Staffing is unacceptable. Major staffing improvements needed. Progress and follow through on corrective action plan is insufficient. A meeting with the County YCCFC Executive Director and Agency's Executive Director is required.</i></p> | |

COMMENTS

SUMMARY SCORE SHEET

PROGRAM NAME

| PROGRAM AREA | POINTS | WEIGHT FACTOR | SCORE | COMMENTS |
|---|--------|---------------|-------|----------|
| Quality of Work (5 points possible) | | 4 | | |
| Quantity of Work (5 points possible) | | 3.5 | | |
| Evaluation (5 points possible) | | 3.5 | | |
| Fiscal Accountability (5 points possible) | | 4 | | |
| Documentation of Program Activities (3 points possible) | | 2.5 | | |
| Submission of Reports (3 points possible) | | 2.5 | | |
| Access to Target Population (3 points possible) | | 1.5 | | |
| Program Staff (3 points possible) | | 1.5 | | |
| Bonus point for Collaboration | | 1 | | |
| TOTAL | | | | |