# Community Developed Initiatives (CDI)
## Year-End Report Guide

We have created this tool to review and assess your report. We hope you also find it a useful guide that will enhance your reports and facilitate a continuous learning process about your project. Please let us know if you have any comments about the guide.

<table>
<thead>
<tr>
<th>Narrative</th>
<th>Quality Indicators</th>
<th>Between Responses/Big Picture</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section I. Summary</strong></td>
<td>• Does each segment receive brief attention (e.g., project development &amp; implementation, organizational capacity, participant recruitment/retention; evaluation activities, evaluation findings, use of knowledge gained)?</td>
<td>• Are each of the elements referenced in this summary elaborated in the appropriate place in the report?</td>
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<tr>
<td>Please provide a half-page snapshot of the project’s overall progress during this reporting period. Include project highlights, best practices, accomplishments and major findings.</td>
<td>• Is the summary limited to this reporting period?</td>
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<tr>
<td><strong>Section II. Project Development and Implementation</strong></td>
<td>• Does this section reflect projected activities and outcomes identified on the Scope of Work?</td>
<td>• Are links between staff changes and their effects on activities and outcomes clear?</td>
</tr>
<tr>
<td>1. Discuss any staff changes and how these changes have affected the implementation of project activities (e.g., recruitment, turnover, allocation of staff time).</td>
<td>• Are all staff changes described (e.g., new recruitment coordinator)?</td>
<td>• Do staff changes significantly impact the budget?</td>
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<tr>
<td>• Are rationales for staff changes discussed?</td>
<td>• Are the effects of staff changes on the implementation of activities described (e.g., improved or diminished ability to meet client needs)?</td>
<td></td>
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<tr>
<td>• Are staff changes appropriate and justified given scope of project?</td>
<td>• Are effects of staff changes on budget described?</td>
<td></td>
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<tr>
<td>• Are links between staff changes and their effects on activities and outcomes clear?</td>
<td>• Do staff changes significantly impact the budget?</td>
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<tr>
<td>2. Describe the types and frequency of relevant staff development activities (e.g., trainings, conferences, seminars) and how these activities have contributed to overall project implementation.</td>
<td>• Are specific numbers of staff development activities included?</td>
<td>• Are links between staff development activities and project goals (short term and long term) clear?</td>
</tr>
<tr>
<td>• Are staff development activities fully described (including attendance, goals, content, etc)?</td>
<td>• Are links between staff development activities and project goals (short term and long term) clear?</td>
<td></td>
</tr>
<tr>
<td>• Have you discussed how staff development activities have contributed to overall project implementation?</td>
<td>• Are staff development activities fully described (including attendance, goals, content, etc)?</td>
<td></td>
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<tr>
<td>3. Describe the progress made towards achieving the short-term project outcomes. For each short-term project outcome, please list the project-related activities conducted, quantity of services and the number of participants. In your description, make sure to also address the following: Progress on recruitment of project participants – and - Progress with collaborators.</td>
<td>• Are each of the short term outcomes identified on the Scope of Work described here?</td>
<td>• Are actual activities consistent with Scope of Work projected activities?</td>
</tr>
<tr>
<td>• For each short term project outcome, are project-related activities listed and fully described (including quantity of service and number of participants)? Are activities described in relation to how they help achieve short-term project outcomes?</td>
<td>• If not, can you explain the difference?</td>
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</tr>
<tr>
<td>• Is status of participant recruitment discussed, including all current and future recruitment efforts (e.g., fliers, mailings, word-of-mouth, referrals)?</td>
<td>• Are links between recruitment, project activities and outcomes clear?</td>
<td></td>
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<tr>
<td>• Is status on progress with collaborators and/or contractors discussed?</td>
<td>• Is timeline of project implementation on track?</td>
<td></td>
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<tr>
<td>• Are new collaborative partners listed?</td>
<td>• Are challenges related to organizational capacity or participant recruitment discussed?</td>
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<tr>
<td>4. Describe how lessons learned (e.g., successes and innovations) have improved project development and implementation. Include challenges/barriers in implementing project activities and how they have been or will be addressed.</td>
<td>• Are lessons learned, including successes and innovations, clearly identified?</td>
<td>• Are lessons learned (both successes and challenges) linked to evaluation data/data tables?</td>
</tr>
<tr>
<td>• Are lessons learned and improved project development and implementation clear?</td>
<td>• Are links between lessons learned and improved project development and implementation clear?</td>
<td></td>
</tr>
<tr>
<td>• Are challenges/barriers to implementing activities clearly identified?</td>
<td>• Are challenges/barriers related to organizational capacity or participant recruitment discussed?</td>
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<td>• Are steps being taken to address challenges clearly described?</td>
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*First 5 LA*

*Computer for Our Children*
## Section III. Evaluation Implementation, Data and Findings

### 1. Who evaluates the project? Indicate whether the evaluator is internal or external.
- Have you identified all staff involved in evaluation activities?
- Have you listed external evaluators who consult(ed) on evaluation activities or implementation?
- Is there connection/communication between evaluation staff and project implementation staff?

### 2. Please provide a status update on evaluation activities conducted per your evaluation plan. In your update, include the following:
- Are evaluation systems clearly identified and described (e.g., evaluations after each meeting, focus groups and/or interviews, administration of standardized assessments, etc.)?
- Did evaluation activities significantly change from what was originally proposed (e.g., were instruments changed)?
- Is the timeline for evaluation activities on track? If not, are challenges described? Is plan to bring evaluation activities current discussed?

#### a. Describe how data were collected: Include tools used and what they measured (e.g., surveys, interviews). Also discuss whether the tools provided useful information about the project.
- Have you identified both project-developed tools/assessments as well as standardized assessments used for the project?
- Have you described usefulness of evaluation tools, including advantages and disadvantages? Would you use instruments again?
- Are evaluation tools appropriate to performance measures identified in Scope of Work?

#### b. Describe how data were analyzed (e.g., SPSS, Excel).
- Are data analysis procedures clear for standardized and project developed tools?
- Are data from data tables used to describe demographics of populations served?
- Do actual populations served reflect populations projected in the Scope of Work?

#### a. Describe the demographic characteristics (e.g., gender, age, ethnicity, primary language) and needs of children 0-5, their families and/or providers served by the program.
- What new needs have you identified?
- When describing participants’ changing needs, how have you identified these changing needs? How do you know needs are changing?

#### b. Have their needs changed since the start of the project?
- In what ways do findings from evaluation activities contribute to your understanding of participants’ changing needs?

### 3. Participant Profile

#### a. Describe how data were collected: Include tools used and what they measured (e.g., surveys, interviews). Also discuss whether the tools provided useful information about the project.
- Are all populations served described?
- Have you described how this information is collected?

#### b. Have their needs changed since the start of the project?
- In what ways do findings from evaluation activities contribute to your understanding of participants’ changing needs?

### 4. Please describe evaluation findings and include the following:

#### a. Provide all outcomes data included in the evaluation plan (i.e., performance measures);
- Is data provided on each performance measure? If not, is a status update provided?

#### b. Explain how actual or achieved outcomes relate to expected outcomes and First 5 LA Long Term Outcomes;
- Do you describe relationship(s) between expected outcomes and achieved outcomes?
- Have you described ways actual outcomes match or surpass expected outcomes? Have you discussed why they do or do not?

#### c. Explain how evaluation findings demonstrate that this project is having an impact on the target population;
- When discussing project’s impact on target populations, what specific evidence have you shared to support impact (e.g., participant quotes, numbers served, percent satisfied with project)

#### d. Explain how evaluation data show which components of the project have contributed to its success.
- Have you identified which project elements seem to be having a significant impact? How do you know?
5. How have the project's evaluation findings been used?
   • Have you described how your organization has used evaluation findings to better understand the project?
   • Have you described other possible uses of evaluation findings (e.g., apply for more money, annual report, publicity)?
   • In what ways do evaluation findings inform understanding and practices of project planning and implementation?
   • Does use of evaluation findings indicate reflection on successes and challenges of project implementation?

6. Describe innovations and challenges/barriers in implementing evaluation activities. If you have experienced challenges/barriers in implementing evaluation activities explain how they have been or will be addressed.
   • Have you described how your organization has used evaluation findings to better understand the project?
   • Are innovative evaluation practices discussed?
   • Are challenges/barriers to evaluation clearly identified?
   • Have you identified steps being taken to address challenges?
   • Are there links between challenges of implementing evaluation activities and challenges identified in program implementation?

7. As a result of the project evaluation activities, how has the organization's evaluation capacity improved?
   • Have you described what you have learned about evaluation as a result of evaluation activities?
   • Are there issues you’d like to know more about as a result of evaluation? Have you identified additional evaluation activities to help answer new questions?

Section IV. Sustainability

Describe progress made towards sustainability as related to social capital, visibility, and financial capital. Include efforts to strengthen relationships with stakeholders (e.g., project participants, community residents, and collaborative partners).
   • Have you identified resources, including potential sources of funding that will help project continue at end of First 5 LA funding?
   • Have you identified and described new community relationships that will help the project continue?
   • Have you identified program or community initiatives that show promise in sustaining clients’ development/progress?

Section V. Additional Comments/Feedback to First 5 LA

This section provides an opportunity to 1) Suggest how First 5 LA’s staff can support you, 2) Give any additional information that may not have been addressed in previous sections and 3) Provide feedback

Data Tables:

Table A: Abstract of Unduplicated Client Count
   • Do you assess number of unduplicated clients (vs. individual units of service)?
   • Are numbers comparable to/appropriate to projections on the SOW?
   • Is project on the way to meeting proposed numbers?
   • Do you exceed proposed numbers?

Table B: Participant Distribution (Clients served by intended results and demographics)
   • Do you assess number of unduplicated clients (vs. individual units of service)?