For Evaluators: Planning for the No-Cost Extension Year

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Evaluation Requirements During No-Cost Extension Year

♦ Form ED 524B

   – Same as usual

♦ Final Evaluation Report

   – Comprehensive report

   – Due 90 days after funding ends

The Final Evaluation Report

♦ Include Section on Sustainability
  – Programs/Services/Activities
  – Systems Changes
  – Partnerships/Relationships
  – Evaluation

♦ Include Section on Lessons Learned
  – Project Director Perspective
  – Program Staff Perspective
  – School Administrator Perspective
  – Evaluator Perspective

Potential Changes During No-Cost Extension Year

- Evaluation Scope/Budget
- Evaluation Goals and Priorities
- Evaluation Process

Evaluation During No-Cost Extension Year

- ◆ Evaluation Scope/Budget
    - What % of a full-year budget will remain for the no-cost year?
    - Which programs/services/activities will remain in place and which will go away?
    - Do you need to save $$ during final full year in order to fund evaluation during no-cost year?
        - Shift data collection responsibilities to others?
        - Move to online surveys, especially if only basic data analysis is needed
        - Streamline evaluation of particular programs/services/activities

Evaluation During No-Cost Extension Year

♦ Evaluation Goals and Priorities
  – Goals usually shift to focus on sustainability
  – There is often a heavier emphasis on outcome data vs. process data
  – There may be an interest in cost data
  – May need to focus evaluation resources on specific programs of interest

Evaluation During No-Cost Extension Year

◆ Evaluation Process

– Start thinking about no-cost year during the final full year of grant

– Talk with PD about goals/priorities, especially regarding sustainability

– Who are the decision-makers, and what kind of data will be compelling to them?

– Talk with other stakeholders regarding data they need to support or advocate for a program

Evaluation During No-Cost Extension Year

◆ Evaluation Process

– If you already have good quantitative data, do you need to supplement it with interview and/or focus group data?

– How can you report evaluation findings most effectively?

- Full evaluation report

- Brief written reports or fact sheets

- Presentations/Discussions with decision-makers