Evaluability Checklist

Required Information of the Program Leader & Local Evaluator completing this process:

Lead Agency	Name
Project Number (subgrantee ID)	018-7-23-XXXX
Program Director/Manager	Name
Local Evaluator & Company	Name, Company

Instructions for Completion & **Submission**:

Read the purpose, process guidance, and submission details on page 2.

Follow the guidance by reviewing each item in the three-stage process, determining the mutual agreement, and co-signing the final page.

Save the completed, signed document as:
Agency Name-Evaluability Checklist

Email the doc as a PDF to the NYSED Program Office
Address: EMSC21STCCLC@nysed.gov
Subject Line specifying **one** of the following three determinations:

0187-23-XXXX.Agency Name.Evaluability Checklist.**COMPLETED**
0187-23-XXXX.Agency Name.Evaluability Checklist.**IN PROGRESS-NO TA**
0187-23-XXXX.Agency Name.Evaluability Checklist.**IN PROGRESS-YES TA**

Evaluability Checklist

For **Program Leaders, Program Management Teams (PMTs)**
and **Local Evaluators**

Purpose of Evaluability for Year 1

This checklist outlines the required, three-stage evaluability process, identifying items to review that can help organize and guide the collaborative efforts of Local Evaluators and Program

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3 **Evaluation Plan** is present and mutually agreed upon

\ Evaluation Plan measures Performance Indicators using valid & reliable methods.

\ Evaluation Plan aligns with the Program Logic Model/Theory of Change.

\ Evaluation Plan aligns with the required activities and deliverables listed on the Local Program Evaluation Framework and Timeline.

\ Evaluation Plan includes a Data Collection Schedule and set of procedures that Program Leaders agree to, and will help facilitate, as needed.

4 **Communication Plan** is present and mutually agreed upon

This is a set of clearly defined expectations/agreements outlining the bidirectional (flowing both ways) communication channels/modes available for active, ongoing contact and information exchange throughout the year. It can be integrated into the Evaluation Plan, contract of services, or it can exist as a stand-alone document.

Core components of a strong Communication Plan include:

` Multiple, identified Points of Contact -

Stage 2. First Site Visit: Readiness Review & Walkthrough

The Local Evaluator and Program Leaders schedule the **First Site Visit** to review installation activities and check readiness factors. Evaluators can observe early program implementation efforts, if possible. This is a **collaborative, interactive experience** where information is exchanged, questions are explored, and shared learning occurs.

Useful items to have available: Grant Proposal, Logic Model/Theory of Action, Year 1 Program Implementation Plan, Local Program Evaluation Framework & Timeline, 21CCLC Program Timeline for Year 1, Advisory Board guidance memo, Activity/Lesson Plan, and an observational walkthrough tool.

Evaluability Item	DONE	NOT YET	g/Ar

Stage 3. **Formative Findings Report**

Following the Visit, Program Leaders and Evaluators will engage in a rapid cycle feedback process, wherein the Evaluator communicates a summary of salient findings and actionable recommendations within 1-2 weeks after the visit. Program Leaders receive and review with their Program Management Teams, clarify/inquire into the findings, as needed, and incorporate key takeaways into program improvement.

Evaluability Item	DONE	NOT YET