

TEMPLATE WITH DIRECTIONS

RURAL DEVELOPMENT PROJECT (RDP) FINAL PROJECT REPORT/EVALUATION

COMPLETE A SEPARATE REPORT FOR EACH PROJECT IN THE GRANT

PROJECT INFORMATION

Program Grant #: **THIS INFO COMES FROM THE GRANT PROPOSAL.
THE ACCOUNT NUMBERS COME FROM YOUR
FINANCIAL OFFICER.**

Project Number and Title:

Project Account Number: Funding Amount:

Project Implementation Date:

Project End Date:

Date of Final Report:

Section A PROJECT ABSTRACT

1. GOALS

State the overall program goal(s) *as written in the initial proposal.*

THIS SECTION CAN BE "CUT AND PASTED" FROM THE APPROVED GRANT PROPOSAL.

2. OBJECTIVES

List the Objectives identified as steps to achieve the program goal(s) *as written in the initial proposal.*

THIS SECTION CAN BE "CUT AND PASTED" FROM THE APPROVED GRANT PROPOSAL.

3. STATEMENT OF NEED

Describe the need for the program's services as characterized in the project proposal (economic, cultural, regional circumstances that precipitated the project), *as written in the initial proposal.*

THIS SECTION CAN BE "CUT AND PASTED" FROM THE APPROVED GRANT PROPOSAL.

4. TARGET GROUP

Identify the Target Group served by this project, *as written in the initial proposal*. Detail the group size, subgroups (if any), and enrollment expectations.

THIS SECTION CAN BE "CUT AND PASTED" FROM THE APPROVED GRANT PROPOSAL.

Section B

PROPOSED STRATEGY VS. IMPLEMENTATION

5. DID THE GOALS AND OBJECTIVES OF THE COMPLETED PROJECT *DIFFER* FROM THE INITIAL PROPOSAL DUE TO CHANGES MADE THROUGH A GRANT MODIFICATION? YES NO

IF "YES," PLEASE OUTLINE THE MODIFIED GOALS AND OBJECTIVES BELOW. IF "NO," MOVE ON TO #6 BELOW.

Outline the program goals *as written in the grant modification*.

THIS SECTION CAN BE "CUT AND PASTED" FROM THE GRANT MODIFICATION.

List the Objectives identified as steps to achieve the program goal(s) *as written in the grant modification*.

THIS SECTION CAN BE "CUT AND PASTED" FROM THE GRANT MODIFICATION.

6. SERVICES

Describe each service provided by the program, including services provided by project partners, noting when and where the services were provided.

IN THIS SECTION CAN BE LISTED SERVICES SUCH AS WORKSHOPS, TRAINING COURSES, CERTIFICATION PROGRAMS, CLASSES, COLLEGE CREDIT COURSES, STIPENDS, TRAVEL, LODGING AND FOOD, PURCHASE OF SUPPLIES

OR MATERIALS, PURCHASE OF EQUIPMENT, DEVELOPMENT OF CURRICULUM, ETC.

7. SERVICE DELIVERY METHODS

Describe the delivery of training and/or infrastructure-building activities. If the training is carried out through a college, list the class number and note if the course was offered for credit.

USE THIS SECTION TO EXPLAIN THE PROGRAM'S SERVICE DESIGN AND DELIVERY. WERE THERE ALTERATIONS TO THE PLANNED METHODS, CURRICULUM, HANDS-ON TRAINING, ETC.? WHAT INSTIGATED THESE?

8. PARTNER ROLES

What roles did your partner organization(s) play in the project (e.g., delivery systems, resources, outreach activities)? Did the partners change? Did they do what was expected? State if there were no partners.

THIS SECTION CAN SHOW A LISTING OF ALL PROGRAM PARTNERS AND THEIR ROLES AND CONTRIBUTIONS, INCLUDING PROVIDING FACILITIES, INSTRUCTION, MATERIALS, SUPPLIES, EQUIPMENT, MARKETING, RECRUITMENT, ETC.

9. WORKFORCE INVESTMENT BOARD CONNECTIONS

Describe the project's connection with the local Workforce Investment Board (WIB).

USE THIS SECTION TO DETAIL HOW THE PROGRAM WAS EXPECTED TO CONNECT WITH THE WORKFORCE INVESTMENT SYSTEM (e.g., ONE-STOP CENTERS, WIB MEETINGS), AS OUTLINED IN THE GRANT PROPOSAL. DESCRIBE THE ACTUAL INTERACTIONS AND BENEFITS. DID THE WIB CONNECTION DIFFER FROM WHAT WAS PLANNED? IF SO, WHY?

10. STAFFING

Describe the staffing for the project, including job titles and duties, and the actual time spent on the project.

EXPLAIN THE ACTIVITIES OF PROGRAM COORDINATOR(S), CLERICAL SUPPORT AND INSTRUCTIONAL STAFF. WERE THE ACTUAL SKILLS OF STAFF MEMBERS ADEQUATE FOR PROGRAM NEEDS? IF THERE WAS TURNOVER, HOW WAS THIS HANDLED? DESCRIBE ACCOUNTABILITY AND REPORTING RELATIONSHIPS.

11. PROJECT TIMELINE (WORK PLAN) NARRATIVE

Provide an overview of the work plan detailing the various components of the project (OBJECTIVES AND TASKS) completed throughout the duration of the program. It may be useful to expand on the Work Plan included in the initial grant proposal by ensuring that dates and activities reflect what actually happened in the program.

IN THIS SECTION, DESCRIBE ANY CHANGES TO THE WORK PLAN WHICH WERE NOT REFLECTED IN AN APPROVED GRANT PROPOSAL OR MODIFICATION.

IN ADDITION, CUT AND PASTE THE WORK PLAN FROM THE GRANT PROPOSAL OR THE GRANT MODIFICATION (WHICHEVER IS THE MOST RECENT), AND MAKE CHANGES TO REFLECT THE PROJECT TIMELINE AS IT ACTUALLY OCCURRED.

12. PROGRAM BUDGET TABLE

Insert a table of the final project budget, showing all funds as expended and any remaining balance.

13. BUDGET NARRATIVE

Explain the reason(s) for any program budget changes or modifications.

USE THIS SECTION TO DESCRIBE MODIFICATIONS MADE TO THE INITIAL BUDGET, SUCH AS CHANGES TO SALARY AND FRINGE BENEFITS OR THE NEED FOR ADDITIONAL SUPPLIES. WERE THE AMOUNTS INITIALLY BUDGETED ADEQUATE FOR THE PROGRAM? WHAT CIRCUMSTANCES WERE ENCOUNTERED THAT AFFECTED THE BUDGET?

14. IMPLEMENTATION EFFECTIVENESS

Explain how the project’s planned implementation activities and outcomes were actually achieved or how they were changed to reflect the needs of the employers or the target group.

HOW EFFECTIVE WAS THE PLANNED IMPLEMENTATION PROCESS FOR THE PROJECT? WHAT ASPECTS WENT WELL? WHAT ASPECTS WERE PROBLEMATIC? HOW WERE PROBLEMATIC ASPECTS RESOLVED? WERE THE BASIC INTENTIONS OF THE PROJECT ACHIEVED?

Section C OUTCOMES AND EVALUATION

15. PROJECT OUTCOMES AND MEASURES OF SUCCESS

A project’s proposed outcomes can be found in the initial grant proposal in the “Program Outcomes” section for each project. Enter the objective, measurement indicator, proposed results and actual outcome numbers into the table below. Add additional rows using the “Table” tool if needed.

PROGRAM MEASURES OF SUCCESS			
OBJECTIVE	INDICATOR (Performance Measures or Outcomes)	PROPOSED	ACTUAL

INCLUDE HERE ANY RELEVANT INFORMATION WHICH MAY HELP TO CLARIFY THE PERFORMANCE MEASURES.

16. PROJECT BENEFITS TO INDIVIDUALS AND THE COMMUNITY

Explain all project benefits to the employers, the training participants and the local community.

USE THIS SECTION TO DESCRIBE ALL BENEFITS OF THIS PROJECT, WHETHER PLANNED OR UNPLANNED. EXAMPLES INCLUDE:

- 1) THE CERTIFICATION OF 12 NEWLY TRAINED SOLAR PANEL INSTALLERS IN MAUI COUNTY; OR**
- 2) 11 DIVERSE AND IMPORTANT ORGANIZATIONS IN THE COMMUNITY STRENGTHENED THEIR MANAGEMENT CAPACITY FOR MOTIVATING AND CREATING HIGH PERFORMANCE WORKPLACES.**

17. SUSTAINABILITY / PHASE OUT PLAN

Describe the sustainability of the project beyond the grant funding and performance period, or, if the project was not to be sustained, describe the project phase-out plan.

IN THIS SECTION, DESCRIBE THE PROJECT SUSTAINABILITY OR PHASE-OUT PLAN. WAS THE PROJECT CONTINUED BEYOND THE PROJECT OR GRANT PERIOD?

IF YES, HOW WAS THE CONTINUATION FUNDED? HOW DID THE TRANSITION TAKE PLACE? WHAT STEPS WERE TAKEN TO ENSURE SUSTAINABILITY? WERE THERE ANY MODIFICATIONS MADE TO CONTINUE THE PROGRAM?

IF NOT, WHY? WHAT PLAN WAS PROPOSED FOR PHASING OUT THE PROGRAM?

Section D

BEST PRACTICES AND LESSONS LEARNED

18. BEST PRACTICES AND SUCCESSES

Explain the project's best practices and successes, planned or unplanned.

IN THIS SECTION, DESCRIBE THE TEACHING STRATEGIES, PROGRAM METHODOLOGY, OUTCOMES OR OTHER ASPECTS OF PROGRAM TRAINING THAT WERE PARTICULARLY SUCCESSFUL OR INSTANCES WITH SURPRISING AND UNEXPECTED RESULTS. WERE THERE CHALLENGES FACED FOR WHICH INNOVATIVE SOLUTIONS WERE DEVELOPED?

19. LESSONS LEARNED

What were the lessons learned through the Project?

USE THIS SECTION TO DESCRIBE LESSONS LEARNED, SUCH AS ACTIVITIES THAT DID NOT WORK AS PLANNED, TRAINING TECHNIQUES WHICH WERE NOT EFFECTIVE OR PROCUREMENT DIFFICULTIES.

20. USE OF EVALUATION RESULTS

Explain how the outcomes of the project were incorporated into employer or community training offerings, the community college system, or into future RDP training goals.

IN THIS SECTION, EXPLAIN HOW THE EVALUATION RESULTS WERE USED WITHIN THE ORGANIZATION, PROGRAM AND PARTNERS? WHAT CHANGES WERE MADE AS A CONSEQUENCE OF THE RESULTS?

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21. FUTURE IMPACT

Describe any findings, products or program-related issues that could be of use to future workforce training in similar topics.

<i>IN THIS SECTION, DESCRIBE KNOWLEDGE OR INSIGHTS COMING OUT OF THE PROJECT THAT MIGHT IMPROVE OR INFLUENCE FUTURE WORKFORCE TRAINING? WERE THERE PRODUCTS OR TOOLS PRODUCED THAT MAY BE OF USE TO OTHERS?</i>
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22. ADVICE, TIPS AND TOOLS OF INTEREST

Explain tips, advice and tools of interest related to program provision.

<i>USE THIS SECTION TO SHARE ANY ADVICE, TIPS OR TOOLS FOR OTHER PROJECT COORDINATORS, REGARDING PROJECT PROVISION OR TRAINING. EXAMPLES MAY INCLUDE WORKING WITHIN THE UH COMMUNITY COLLEGE SYSTEM OR PROVIDING TRAINING TO MEMBERS OF THE PUBLIC.</i>
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23. MEDIA COVERAGE, PUBLICATIONS, AND/OR AWARDS

Attach any press releases/articles, promotional materials, participant recruitment ads, or any other awards or recognition. Please remember to acknowledge the U.S. DOL and Senator Inouye in their support for your programs.

Section E	REPORT IDENTIFICATION INFORMATION
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Date	Program Title
Name/Title of Person completing form (Print)	
Signature	

ATTACHMENT: PARTICIPANT LIST

Cut and paste participant lists from each course from the Huinet on to the following pages.