

AGREEMENT

THIS AGREEMENT IS BETWEEN THE EVEN START FAMILY LITERACY PROGRAM AND THE EVALUATION GROUP.

This agreement shall be for the period commencing September 1, continuing through August 31, and shall be renewable each year of the four year cycle pursuant to the agreement of both parties and the continuation of funding for the program. If it should be the intent of either of the parties not to renew the agreement for the subsequent year, such intent shall be provided to the other party in writing at least three months prior to the intended termination date.

UNDER THIS AGREEMENT EVALUATION GROUP AGREES TO:

1. Employ a participatory/empowerment evaluation model to work with program stakeholders to identify evaluation questions as appropriate to NYSED requirements for local evaluations; develop the qualitative and quantitative design and data gathering strategies; consult with stakeholders on the interpretation of data; and share drafts of reports for stakeholder comments and suggestions.
2. Use systematic methods to gather, analyze, and report data.
3. Conduct reviews at least quarterly of the program's data in the ES-STAR database for completeness, accuracy, numbers represented in the data, and general data quality, and report to the partners any findings from this review and recommendations for program improvement arising from the findings.
4. Analyze and report at least quarterly on the program's outcome data for relationships among items, implications for program implementation, patterns among outcomes from different variables and indicators, and provide additional measures as required to augment the data.
5. Conduct a thorough analysis of participant outcomes and gather additional data to present a full picture of these outcomes for the program year. All data will be systematically gathered and analyzed using methods and analytic strategies appropriate to the data.
6. Conduct a local evaluation to address a question of interest to the partners and stakeholders which includes the systematic collection, analysis, and reporting of data.
7. Write an informal mid-year memo about early findings and evaluation activities and submit to program coordinator.
8. Write a final report that conforms to NYSED requirements for local evaluations.
9. Provide on-going information to the program, as available and appropriate, on results from the evaluation, and prepare final evaluation report for the program year.
10. Attend meetings with partners, staff, and others as needed and appropriate.
11. Conduct a minimum of one site visit to observe instructional activities.
12. Attend the required Evaluator Days at the Fall Spring NYS-ES conferences, and the NYS-ES conferences as requested and funded by the program.

UNDER THIS AGREEMENT, THE PROGRAM AGREES TO:

1. Work with the Evaluation Group to identify a range of stakeholders to form an Evaluation Advisory Committee to collaborate with the Evaluation Group on all aspects of the evaluation including: the Program Agreement; selection of questions to guide the evaluation; consultation about the evaluation design and methods for data gathering, and subjects from whom data will be collected; methods for interpretation of data; and

process for review and comment on drafts of evaluation reports. The Evaluation Advisory Committee will include at least the Program Coordinator, partners, and other stakeholder groups as deemed appropriate by the program partners.

2. Work with the program staff and partners to ensure their cooperation with agreed upon data collection and reporting for the evaluation.
3. Plan and arrange meetings, appointments, focus groups, and site visits so as to maximize the efficient use of the evaluator's time while on site.
4. Reimburse the Evaluation Group according to the agreed upon reimbursement schedule which is based on completion of tasks as listed in the attached plan of work.
5. Reimburse the Evaluation Group a total of \$12,000 for the evaluation of the Program, plus costs for travel. Such amount is exclusive of the amount required to attend the Fall and Spring Evaluation Days and any State or National Even Start Conferences.
6. The Program will reimburse the Evaluation Group in the amount of \$3,000.00 plus travel costs on the fifteenth of each of the following four months: December, March, June, and August based on invoices submitted by the Evaluation Group on the first of each of said month. The first invoice is due from the Program on December 15.
7. Reimburse the Evaluation Group for conference fees, lodging, travel, and meals for attendance at the mandated Evaluation Days, and also for attending New York State Even Start Conferences if such attendance is requested by the Program. Such reimbursement to be over and above the amount agreed to for the evaluation in this Agreement.

BOTH PARTIES AGREE:

1. The Evaluation Group will utilize a participatory process throughout the evaluation to obtain comments and suggestions for planning the evaluation and about the interpretation of data and on drafts of all reports, and that the Evaluation Group retains final authorship of the evaluation reports.
2. The Evaluation Group will attend the mandated Evaluator Days, and attend State and National Even Start conferences as requested by the partners and as funding for such is made available. Costs for attending either the required Evaluator Days or other conferences are, however, not included in the budget agreed to in this Agreement.
3. The identity of respondents who contribute any information to the evaluation will remain confidential to the Evaluation Group.
4. Data produced during this evaluation and all evaluation and program reports shall be the joint property of the parties to this agreement, and that no party will use the data to make claims about the program that are not fully supported by the data, and that all parties agree to give appropriate credit for the work of any other party.
5. Each party will share with the others any written papers or documents produced using the data and/or evaluation reports from this program.
6. It may be necessary to amend the attached work plan by mutual agreement from time to time throughout the year as the participatory process develops, as may be required by the program's development, or as may be required by mandates from NYSED.
7. The work plan and amount of the contract, and the terms of payment for subsequent years will be negotiated and agreed upon in writing separately from this agreement.
8. Any changes to the terms of this agreement will be mutually agreed upon and rendered in writing as amendments to this contract, and shall be signed by both parties.

SIGNED:

Program Coordinator

Date

The Evaluation Group

Date

LEA Partner

Date

CBO Partner

Date

EVEN START FAMILY LITERACY PROGRAM
 EVALUATION WORK PLAN (Template) 2004 – 2005

Dates	Tasks	Reimbursement
September – November	<ul style="list-style-type: none"> • Attend the Fall Evaluator’s Day • Facilitate an Evaluation Advisory Committee Meeting to plan year • Make at least two site visits (observe instructional component) • Analyze and report on program data for the 1st quarter of the program year • Draft and circulate for comment the evaluation plan for current year 	\$3,000
December – February	<ul style="list-style-type: none"> • Finalize the evaluation plan • Develop data collection instruments, as needed • Conduct pre-test group interviews, surveys, or other data collection as indicated in the plan • Analyze and report on the program data for the 2nd quarter of the program year • Assist, as requested, with the preparation of the ES-STAR mid-year report • Complete a mid-year memo about evaluation activities and early findings; submit to program coordinator • Make site visit to observe appropriate program activities according to the evaluation plan 	\$3,000
March – May	<ul style="list-style-type: none"> • Work towards completing data collection • Conduct final data collection as needed • Analyze and report on the program data for the 3rd quarter of the program year • Make site visits, as needed, according to the evaluation plan • Develop computer programs, enter data, and begin analyzing the data 	\$3,000
June – August	<ul style="list-style-type: none"> • Analyze and report on the program data for the 4th quarter of the program year • Assist, as needed, with the development of evaluation information and sections for the <i>Documentation for Continued Funding</i> proposal • Draft and circulate formative evaluation report • Prepare and deliver the final evaluation report (to the program) 	\$3,000
<i>Total Reimbursement for Fees</i>		<i>\$12,000</i>