For projects visited by an NYSP on-site evaluator, the project will be given adequate lead time to become fully operational. Visitations will be scheduled at least one week after the Project begins. A minimum of one day will be spent at the site.

For projects conducting a self-assessment, the self-assessment should be conducted over a 1-2 day consecutive period at least 2 weeks after the beginning of the Project.

The reports and recommendations of all evaluators (NYSP Evaluators and Self-Assessment teams) will be combined by national office staff into a final summary report that will be presented to the National Youth Sports Corporation (NYSC) Board of Directors.

**METHODOLOGY (for sites visited by an on-site evaluator)**

1. The project administrator and activity director of the selected institution will be notified by letter at least one month in advance of the on-site visit by the NYSP evaluator and will request that the Visitation Report Form (on-line) be completed no later than the day before the evaluation. A follow-up telephone call will be made by the evaluator to confirm the evaluation date.
2. At the beginning of each visit, the evaluator will meet with the project administrator and/or activity director to discuss the nature and purpose of the evaluation, and to review the completed Visitation Report Form.
3. The evaluator will attempt to observe the various program activities in operation and talk with staff and participants. It is suggested that the activity director observe activities with the evaluator.
4. At the end of the project day, the evaluator will complete the Project Assessment Report. A meeting will be held with the project administrator, the auxiliary staff, the computer specialist and other personnel to discuss the evaluation.
5. The evaluator will sign and date the Project Assessment Report. Also, the project administrator, auxiliary staff and computer specialist will sign the report.
6. After the visit, the evaluator will complete the NYSP Narrative Report and will forward a copy to the project administrator and/or the activity director within two weeks.
7. The evaluator will forward the completed Project Assessment Report and Narrative Report to the NYSC national office prior to the reporting deadline.

**METHODOLOGY (for sites conducting a self-assessment)**

1. The project administrator, in collaboration with the activity director and other selected staff, will identify the members of the self-assessment team. Members of the team could include individuals from the institution and community, the participants’ parents or guardians, teachers from local schools, and representatives from the local community action agency. The advisory committee can comprise the nucleus of this group. Selection should assure that team members can be independent and objective in their findings. The number of team members will be determined by the institution.
2. An orientation session will be held for the self-assessment team, during which time the NYSP objectives, mission and guidelines should be reviewed. Plans for the visit, including dates and procedures should be provided. Each self-assessment team should select someone to serve as team leader. The team leader is responsible for directing the efforts of the team, scheduling the on-site visit, assigning specific activities and interviews to members, scheduling and conducting debriefing meetings with the self-assessment team and NYSP staff and collecting and submitting self-assessment reports/findings to the NYSC national office.
3. Members of the self-assessment team will observe the various program activities in operation and incorporate feedback from both the staff and participants.
4. At the end of the self-assessment, a meeting will be held with the members of the self-assessment team, the project administrator, the auxiliary staff, the computer specialist and other personnel to complete the Project Assessment Report and discuss the evaluation. All staff members present at the meeting will sign and date the report.
5. The self-assessment team will also prepare a Self-Assessment Narrative report that addresses the strengths and weaknesses of the program as well as a listing of recommendations for improvement.
6. The Project Assessment Report shall be shared with the institution’s chief executive officer (or their designee) prior to submitting the form to the NYSC national office.
7. A copy of the Project Assessment Report, the Self-Assessment Narrative and a copy of the letter from the local Community Action Agency that verifies the eligibility of program participants are to be sent to the NYSC national office within 10 days after the end of the Project.
SCORING

1. After review of the project, complete the Project Assessment Report (PAR).
2. Guideline items must be met entirely to receive credit. If the item has been met, check ‘Met’; if the item has not been met, check ‘Not Met.’
3. Total the ‘Met’ responses and place the number in the space provided on the first page of the form.

The numbers in the left-hand column correspond to the item numbers on the Project Assessment Report (PAR).

<table>
<thead>
<tr>
<th>PAR Item</th>
<th>Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Participants</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>The ages of the participants shall be 10 through 16 years of age. Projects may recruit nine-year-olds, if they turn 10 by August 31, 2005, and 17-year-olds if they have not turned 17 by May 31, 2005. <strong>Met:</strong> A review of participant data entered in nysponline as well as a review of participant applications verifies that all participants are within the allowable age range.</td>
</tr>
<tr>
<td>2.</td>
<td>All Projects shall include both male and female participants. <strong>Met:</strong> Both males and females are enrolled.</td>
</tr>
<tr>
<td>3.</td>
<td>All participants shall be officially enrolled. Enrollment shall consist of a completed participant application signed by a parent or guardian, a properly completed NYSP Medical Examination Form and attendance in the Project for a minimum of one day. <strong>Met:</strong> Verify that a child is officially enrolled by checking their application (must be signed by a parent or guardian), that a completed Medical Examination Record is on file, and that the child has been recorded as being physically present a minimum of one (1) program day.</td>
</tr>
<tr>
<td>4.</td>
<td>Participating institutions shall contact the local Community Action Agency or (where such an agency does not exist) a similar agency and shall actively seek the assistance of that agency in recruiting and verifying participant eligibility. <strong>Met:</strong> A letter to the local Community Action Agency informing them of the funding of the NYSP project is on file.</td>
</tr>
<tr>
<td>5.</td>
<td>A minimum of 90 percent of the participants in each Project must meet the Poverty Guidelines established by the U.S. Department of Health and Human Services. <strong>Met:</strong> This item shall be considered met if one of the following criteria can be verified: a. Written documentation from the local Community Action Agency (CAA), or similar agency, verify that a minimum of 90 percent of the participants live in a target area designated by the CAA; OR b. If eligibility of participants is based on income statements, a minimum of 90 percent of the participants meet the Department of Health and Human Services poverty guidelines; OR c. Documentation exists that 90 percent of the participants are recruited for the program by the local Community Action Agency.</td>
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<tr>
<td>6.</td>
<td>Participants with special needs shall not be excluded from the Project automatically. <strong>Met:</strong> Talk with key auxiliary staff to confirm that the process for reviewing applications from participants with special needs is reasonable.</td>
</tr>
<tr>
<td>7.</td>
<td>The orientation process for participants shall be completed before the beginning of the activity portion of the Project. <strong>Met:</strong> Verify that the orientation process is conducted prior to the first activity day of the project.</td>
</tr>
<tr>
<td>8.</td>
<td>The actual enrollment shall equal or exceed the projected enrollment. <strong>Met:</strong> Data entered in nysponline confirm that the project has met its projected enrollment. (The NYSC national office reserves the right to amend the scoring of this point following receipt of the Final Attendance Report.)</td>
</tr>
<tr>
<td>9.</td>
<td>Participating institutions shall maintain an average daily attendance of 80 percent of the projected enrollment. <strong>Met:</strong> Data entered in nysponline confirm that the project has maintained an average daily attendance of 80 percent of its projected enrollment. (The NYSC national office reserves the right to amend the scoring of this point following receipt of the Final Attendance Report.)</td>
</tr>
<tr>
<td>10.</td>
<td>An overall participant/staff ratio that falls within the range of 15 to 1 and 20 to 1 shall be maintained in the activity program. <strong>Met:</strong> The actual average daily attendance divided by the sum of the professionals and project aides paid with NYSP funds falls between the range of 15 to 1 and 20 to 1. (The NYSC national office reserves the right to amend the scoring of this point following receipt of the Final Attendance Report.)</td>
</tr>
</tbody>
</table>
B. Project Personnel

11.1 Project personnel include: project administrator, auxiliary staff, professional staff, project aides and support staff.

Met: Inspection of the personnel section of the nysponline software verifies that all required staff have been hired and that all contact information is accurately recorded.

12.2 The auxiliary, professional, project-aide and support staffs are in attendance at the project site and actively involved during Project operational hours.

Met: Every staff member is physically present. Instructional staff (professionals, project aides, Education Specialist, Alcohol-and-Other-Drug Prevention Specialist and Math/Science and the Senior Program Coordinator at approved sites) are actively involved throughout the program day.

13.3 The project administrator is provided by the institution and provides program oversight and ensures compliance.

Met: The project administrator signs all required forms and is knowledgeable of program requirements.

14.4 All NYSP staff members are required to perform the duties required in the NYSP job descriptions.

Met: Scored following review of the job descriptions for each staff category.

C. Project Schedule

15.1 The Project operates for a minimum of 25 days during a continuous five- or six-week period between June 1 and August 31.

Met: The activity schedule confirms that the Project operates for a minimum of 25 days during a continuous five- or six-week period between June 1 and August 31.

2 Institutions desiring to operate additional days shall seek funds from public or private sources.

Met: This guideline is not scored.

D. Activity Program

16.1 Each participant shall receive a minimum of two hours of physical activities per day, exclusive of the time required for travel, meals, educational programs and changing clothes.

Met: The activity schedule suggests, and direct observation verifies, that each child receives a minimum of two hours (120 minutes) of physical activity daily.

17.2 Each participant shall receive instructional swimming that includes lifesaving and/or water-safety techniques.

Met: The activity schedule and swimming lesson plans suggest, and direct observation verifies, that lifesaving and/or water-safety techniques are included in the swimming program.

18.3 Each participant shall receive an interactive instructional program for all participants in a minimum of three activities.

Met: Each participant is scheduled to participate in a minimum of three different physical activities during the 25-day program and participates in at least two distinctly different physical activities daily.

E. Educational Program

19.1 Each participant shall receive an educational program that includes a minimum of 15 hours (22.5 hours at institutions approved for the math/science program) of instruction for all participants.

Met: The project activity schedule clearly shows that each participant in the program receives a minimum of 15 hours of instruction in the Education program (the Education program and Alcohol-and-Other-Drug Education program combined) OR 22.5 hours at institutions approved for the math/science program.

* See the Senior Program Guidelines for contact hour requirements in the Senior Program.

20.2 A minimum of two hours shall be scheduled weekly (not to occur in the same day).

Met: Each participant is scheduled to participate in a minimum of two hours (120 minutes) of instruction in the Education program (the Education program and Alcohol-and-Other-Drug Education program combined) each week (exclusive of math/science).

F. Nutritional Services

21.1 Each participant shall receive a minimum of one USDA-approved meal daily. Hot meals served in the institutional cafeteria shall be preferred.

Met: Each participant receives a minimum of one USDA-approved meal daily.
22. Participating institutions shall be required to apply for financial assistance for meals directly from the U.S. Department of Agriculture (USDA) Summer Food Service Program for Children or to an existing USDA summer food program that provides hot meals.
   **Met:** Documentation verifying application to USDA or to an existing USDA summer food program that provides hot meals is available.

G. Medical Services

23. All participants shall be required to have a completed participant Medical Examination Record Form on file before participating in the Project.
   **Met:** A medical examination is on file for every participant and each exam includes the minimum requirements of the NYSP Medical Examination Record form.

H. Community Participation

24. Participating institutions shall establish an advisory committee whose members shall include representatives of the target-area population, the local Community Action Agency (or similar agency), the institution, the business community, other community-based organizations, and parents and participants.
   **Met:** The advisory committee includes a representative of each of the categories listed in the guideline.

25. An advisory-committee directory shall be compiled and entered in the NYSP online database and shall include the following information on each member: name, agency name, agency position, agency address and ZIP code, and agency telephone number.
   **Met:** All fields in the directory contain current and accurate data on each member of the committee.

26. Participating institutions shall be required to conduct a minimum of one advisory committee meeting before, during and after a Project and to maintain written minutes of such meetings.
   **Met:** Minutes verify that a meeting was held prior to the start of the program and minutes or other documents list the dates for coming meetings.

27. The Project shall notify the mayor or city manager of the community being served that a Project will be conducted.
   **Met:** A dated copy of the letter to the mayor or city manager is available.

28. The Project shall familiarize these entities with Project plans: the local Community Action Agency or similar agency, and other public and private organizations whose major focus is on programs for economically disadvantaged citizens. Institutions shall exert every effort to coordinate such plans with other local programs in a manner that will maximize the effectiveness of the Program and link Program participants with year-round services in their communities.
   **Met:** Evidence exists to verify that the listed agencies have been informed of Project plans.

I. Institutional Services

29. The participating institution shall provide not less than 30 percent of the direct costs of its Project. Subgrant funds shall provide the remainder of the approved total Project cost.
   **Met:** The sum of all institutional contributions is no less than 30% of the NYSP grant.

30. No indirect costs or overhead charges will be paid with Subgrant funds, nor will such costs or charges be counted toward the required 30 percent institutional contribution.
   **Met:** There is no evidence to suggest the use of grant funds for indirect costs or overhead charges.

J. Financial Resources

31. The Project shall be free of charge to all participants; thus, participating institutions shall be prohibited from instituting special participant fees or charges.
   **Met:** There is no evidence to suggest the participating institution has instituted special participant fees or charges.

32. Participating institutions shall be required to seek assistance from outside resources in an effort to enhance the effectiveness of the Project.
   **Met:** A summary of outside resources is entered in the software under "Credits and Contributions."

K. Application and Reporting Procedures

33. Participating institutions shall complete and submit all required documents as directed by the Required Document Timetable.
   **Met:** Evidence exists that all forms to be submitted prior to the evaluation date have been submitted on or prior to the deadline published in the Required Document Timetable. (The NYSC national office reserves the right to amend the scoring of this point if documents and reports required after the completion of the evaluation are submitted after the stated deadline dates.)