TECHNOLOGY INITIATIVE GRANT PROGRAM
FINAL PROJECT EVALUATION REPORT

Report Guidelines

LSC seeks information that will (1) enable it to effectively assess the range of different technology systems, approaches and strategies funded through the Technology Initiative Grant (TIG) program and (2) help legal services identify and implement the systems and approaches that can most effectively strengthen their ability to serve clients.

Final evaluation reports for TIG projects should provide information about the issues identified in each of the specified sections. The final report should be based on the information set forth in the LSC-approved evaluation plan and should include the data specified in the evaluation plan.

The reports should include narrative information and pertinent qualitative and statistical information, and, as appropriate, should present data in tabular or graphic formats. Grantees may include appendices that present graphic, tabular and other information which document their projects' accomplishments and activities. Please present the report's information in each of the designated sections. Do not exceed the maximum page lengths specified for each section. (Appendices are not included in the maximum page calculations.)

For questions about the final project evaluation report, contact techgrants@lsc.gov or the LSC grant manager for your TIG project.

TIG FINAL EVALUATION REPORT

Grantee name: **TIG grant number:**

Submission date:

Contact person: **Phone number:**

Email address:

I.   Project Goals and Objectives (maximum 1 page). Identify the goals and objectives set forth in the LSC-approved evaluation plan for the project. Describe any significant changes in the goals that were made during the course of the project.

II.   Evaluation Data and Methodologies (maximum 1 page). The project evaluation plan specified the methods and data sets that would be used to assess the project's accomplishments. In this section the grantee should identify the methods and data ultimately used to develop the evaluation findings discussed in Sections III and IV below. If findings are based on surveys, for each survey identify the groups surveyed and the number of survey respondents. Similarly, if interviews are conducted, identify the groups interviewed and the number of interviewees. If the findings are based on administrative data, identify the specific data sets (e.g., case management data, number of trainings and training participants). If the methods and data sets ultimately used differ significantly from those identified in the evaluation plan, identify the reasons for this change.

III.   Summary of Major Accomplishments, Recommendations and Future Steps (maximum 1 page). Highlight the major findings detailed in the following section. This will provide a helpful overview for the reader. Additionally, it will provide concise information that LSC staff can use in reports, testimony and related information for the LSC board, Congress, and the media. Also highlight recommendations for further development of the technology(ies) or initiative(s) developed through the project and for how they can be best adapted and used by other LSC grantees.

IV.   In-Depth Analysis of Accomplishments (maximum 10 pages). Provide an in-depth analysis of the project's success in achieving each project goal and objective identified in Section I. above. Provide appropriate data and information that demonstrate the project's success in achieving each goal. The comparative standard for this assessment may be the systems / approaches previously in use. The "evaluation questions" and "evaluation data" components of the approved evaluation plan should provide a framework for much of the information provided in this section of the report.

Discuss factors such as:
1. The ways and extent to which the system increased the quantity and / or improved the quality of services provided clients. (Identify the specific methods and provide appropriate data used in these calculations.)
2. The ways and extent to which the system increased the efficiency and cost-effectiveness of the grantee's operations. **Note**: If the system was implemented for use by all LSC grantees, discuss the impact on the users from this broader population. (Identify the specific methods and provide appropriate data used in these calculations.)
3. Standards that you think should be established for systems or approaches of this type.
4. Specific evaluative information about your project that was identified by the LSC grant manager.

IV.a.   Information for Multiyear or Multiple Projects. Grantees that receive multiple grants for the same or similar projects should incorporate prior years' evaluation data into their analyses. These grantees should provide analysis and data that compares the current project's achievements with evaluative data from prior years' grants. They should also evaluate the extent to which they implemented or achieved any recommendations set forth in prior years' evaluations.

V.   Factors affecting project accomplishments (maximum 2 pages). Discuss any significant challenges the project confronted. Describe any factors that significantly enhanced or limited the project's accomplishments.

VI.   Strategies to address major challenges (maximum 2 pages). Identify and discuss the effectiveness of strategies used to overcome important challenges.

VI.   Major lessons and recommendations (maximum 2 pages). Discuss factors such as:
1. Important lessons you learned from this project.
2. Recommendations you have for other legal services programs that might implement a system or strategy of this type.
3. Recommendations for further development of the technology(ies) or initiative(s) developed through the project and for how they can be best adapted and used by other LSC grantees.