



**First 5 Children and Families Commission
FY 2017-2018
Final Program Report**

The FY2017-18, Final Program Report is in two editable documents; this Word document (FY17-18 Final Report Form.doc) and an Excel spreadsheet (FY17-18 Final Report Spreadsheet.xls). Below outlines the two documents and describes the sections within them. If you have any questions about these documents, please contact Anne Sutkowi-Hemstreet at 707-257-1410 or anne@first5napa.org.

Final Report Form: Within this Word document the following sections can be found and should be completed as outlined below.

Electronically initial beside each indicating these sections have been completed.

Electronic Initial	
	1. Participant Count: is customized for your program and outlines the First 5 California state service area that applies to your program. In this section you will also find the customized information on whether your program will provide unduplicated counts under a “ <u>direct service</u> ” to children and families or a “ <u>provider capacity</u> ” program. You will need this information to complete an unduplicated count in the final report Excel spreadsheet.
	2. Timeline of Project Activities: requests information about how your program is progressing. When completing the Timeline of Project Activities Chart in this section please refer to the approved Timeline in your contract.
	3. Accountability Chart: requests program progress on the activities and outcomes from the Accountability Chart. The chart has been partially completed for you, but requires you to report on your program’s progress.
	4. Project Activities and Outcomes Narrative: requests a narrative on your program’s progress.

Final Report Spreadsheet: Within the Excel spreadsheet, the following sections can be found and should be completed as outlined below. If you have any questions, please contact Anne Sutkowi-Hemstreet.

Electronically initial next to each indicating the information presented below has been completed.

Electronic Initial	
	1. Budget: asks about First 5 Napa funds spent during the 12-month report period. The fiscal reporting spreadsheet has been customized using your approved budget in your contract.
	2. Fiscal Backup Documents: Fiscal accounting back up must be submitted. Fiscal accounting back up will be a report from your Accounting Department that reflects how First 5 Napa funds were spent. (There is no data/information that needs to be included in the Excel spreadsheet.)
	3. Unduplicated Count; Direct Services and/or Provider Capacity: asks for the number of unduplicated participants served within the entire reporting period. Please refer to Participant Count section in this Word document.

Report is due by 5:00pm Friday, July 27, 2018
Your completed report can be delivered, e-mailed, or mailed to:
First 5 Napa
1040 Main Street, Suite 206
Napa, CA 94559
e-mail: emily@first5napa.org



**First 5 Children and Families Commission
FY 2017-2018
Final Program Report**

Reporting Period: July 1, 2017 – June 30, 2018

Due date: Friday, July 27, 2018 by 5:00pm

Date of Report: _____

Project Name: _____

Name of Agency: _____

Contact Person: _____

Address: _____

Phone: _____

Please provide the names and contact information for the individuals completing this report. We use this information to assist with clarifying questions we may have about the content of the sections in the report.

Name	Phone	Email
_____	_____	_____
_____	_____	_____

1. Participant Count -- Direct Service

In the Excel Spreadsheet, the following sheet should be completed: Direct Service

Direct Services to Children and Families

For the purpose of reporting to First 5 California, the state service area that applies to your program is marked below. Please review and contact us if you have questions.

Improved Family Functioning
<input type="checkbox"/> Community Resource and Referral <input type="checkbox"/> Distribution of Kit for New Parents <input type="checkbox"/> Adult and Family Literacy Programs <input type="checkbox"/> Targeted Intensive Family Support Services <input type="checkbox"/> General Parenting Education & Family Support Programs <input type="checkbox"/> Quality Family Functioning Systems Improvement
Improved Child Development
<input type="checkbox"/> Preschool Programs <input type="checkbox"/> Infants, Toddlers, & All-Age Early Learning Programs <input type="checkbox"/> Early Education Provider Program <input type="checkbox"/> Kindergarten Transition Services <input type="checkbox"/> Quality ECE Investments
Improved Child Health
<input type="checkbox"/> Nutrition and Fitness <input type="checkbox"/> Health Access <input type="checkbox"/> Maternal and Child Health Care <input type="checkbox"/> Oral Health <input type="checkbox"/> Primary and Specialty Medical Services <input type="checkbox"/> Comprehensive Screening and Assessments <input type="checkbox"/> Targeted Intensive Intervention for Identified Special Needs <input type="checkbox"/> Safety Education and Injury Prevention <input type="checkbox"/> Tobacco Education and Outreach <input type="checkbox"/> Quality Health Systems Improvement
Improved Systems of Care
<input type="checkbox"/> Policy and Broad-Systems Change Efforts <input type="checkbox"/> Organizational Support <input type="checkbox"/> Public Education and Community Information Dissemination



2. Program Activities and Outcomes

Timeline of Project Activities

Please refer to the *Time Line of Project Activities*, original or revised, included in your contract to complete Table Three. Please add rows as needed. If you have questions about completing this section, please contact Anne Sutkowi-Hemstreet at 707-257-1410 or anne@first5napa.org.

Timeline of Project Activities					
Please use the information from your <i>Time Line of Project Activities</i> to complete the information in these two columns.		Please indicate the current status of the activity by placing an "X" in the appropriate column			Please complete this column for any activities that have been delayed
Projected Start Date	Project Activities	Delayed	Ongoing	Completed	Progress Notes
	•				
	•				
	•				
	•				

Timeline of Project Activities					
Please use the information from your <i>Time Line of Project Activities</i> to complete the information in these two columns.		Please indicate the current status of the activity by placing an "X" in the appropriate column			Please complete this column for any activities that have been delayed
Projected Start Date	Project Activities	Delayed	Ongoing	Completed	Progress Notes
	•				
	•				



3. Accountability Chart

The following table has been partially completed using the *Accountability Chart*, original or revised, included in your contract. Complete the “Current Status/Progress” column to report the progress your program has made for the entire reporting period. If you have any questions about completing this section, please contact Anne Sutkowi-Hemstreet at 707-257-1410 or anne@first5napa.org.

Accountability Chart					
First 5 Napa County Goal Area: Here Focus Area: Here Strategy: Here.					
State Result: Here <i>Service: Here</i>					
First 5 Napa County Funded Program Goal	Methods for Achieving Funded Program Goal	Activity and Outcome Measures	Sources of Data for Activity and Outcome Measures	Notes	Current Status/Progress

4. Project Activities and Outcomes Narrative

1. Describe any barriers or challenges to implementing your project as planned. What is being done to overcome these barriers?
2. Describe any barriers or challenges to collecting and reporting outcome information. What is being done to overcome these barriers?
3. *(Optional)* Please share any additional information that helps First 5 Napa County understand how your program impacts the population you are serving.