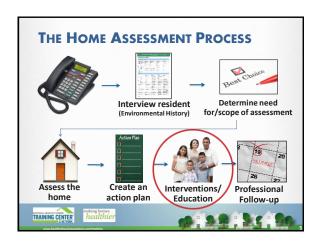




WELL, WHAT DO YOU KNOW IMPLEMENT INTERVENTIONS • Name the five steps in the bid process. • Name at least four reasons to complete an inhouse cost estimate. • Name five suggested requirements for accepting contractor bids. • Name five sources of program evaluation data.



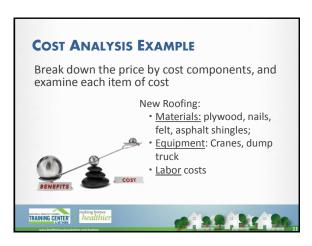




EFFECTIVE REMEDIATION REQUIRES Good Scope Good Spec Good Cost Estimate Fair Bid Process Quality Control Recordkeeping

INDIVIDUAL ACTIVITY: YOUR CONTRACTING PROCESS • What do you know about the process for handling contractors in your organization? • Briefly jot down notes on your worksheet in response to the questions. • Share your responses as part of a class discussion.

IN-HOUSE COST ESTIMATES: THE BENEFITS 1. Feasibility & Budgeting 2. Manage expectations (Owner, Contractors) 3. No surprises on bid opening 4. Contractor "honesty" check 5. Keep contractor from going under 6. Your funders may require it

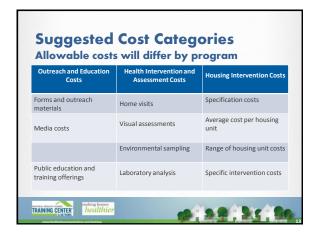


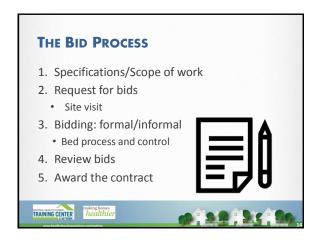
SPECS WITH FULLY LOADED PRICING

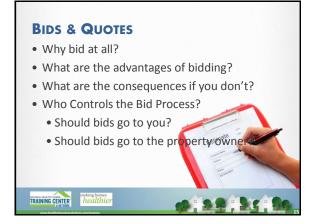
- Includes labor, material overhead & profit in one number
- Used in solutions-based checklists

TIP: The easiest way to maintain up-to-date unit pricing? Have contractors provide you with an line-item breakdown.



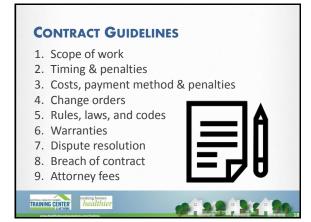




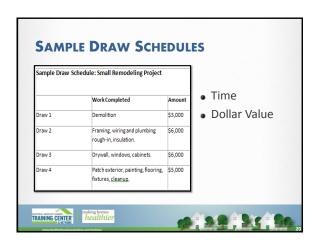








DRAW SCHEDULE: BENEFITS Helps avoid payment conflicts Based on accurate, detailed estimate and schedule of values Strikes balance between contractor's and program's needs Reflects actual value of work completed May be highly detailed or more basic, depending on project type/size and the financing arrangements



PROVIDE INTERVENTION RESOURCES TO RESIDENTS AND OWNERS

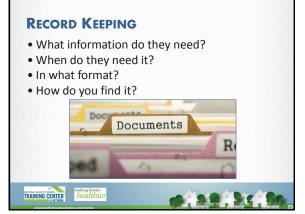
- Education, guidelines
- Contact information for agencies and volunteer organizations that might be able to help
- Suggestions on what materials to use and where to get them
- Recommendations for contractors if they need one
- Information, including timelines, about what work is to be completed by others



QUALITY CONTROL: MONITOR RESIDENT'S PARTICIPATION • Telephone follow-up • Onsite visits • Work completion follow-up • Long-term follow-up for bigger, more serious interventions • Follow-up tests as needed

TRAINING CENTER healthie





EVALUATION STARTS AT THE PROGRAM DESIGN PHASE Decide early: Who's on the team, how to secure good quality data, and ways to measure qualitative and quantitative accomplishments. Evaluation measures include process (outputs), outcomes, and costs. Disseminating evaluation findings is critical to program sustainability. | Company | Company



LOGIC MODELS SERVE MULTIPLE **PURPOSES** • Identify short-, immediate, and long-term outcomes for the program. • Link expected outcomes to the program's intended activities and inputs. • Establish program boundaries to prevent



WHERE DOES EVALUATION DATA COME FROM?

 Grant proposals and quarterly reports

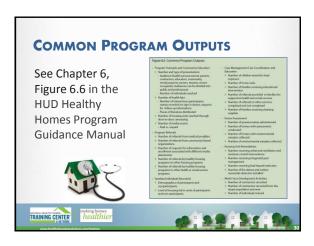
"mission creep."

- Newsletters, publicity materials and press releases
- Meeting minutes and administrative records
- Registration and enrollment forms
- Publications and journal
- Prior evaluations
- · Asset and needs analyses Client satisfaction surveys
- Databases

- · Reports held by funders or partner agencies
- Websites
- · Graphs, maps, charts, photos, and videos
- · Feedback from key individuals, including clients and nonparticipants, staff, general public, key informants, critics, staff of other agencies, representatives of advocacy groups, policy-makers, funders, federal, state, and local health & housing officials.

















REVIEW: CAN YOU	
name five sources of program evaluation data?	
TRAINING CENTER THE	