CYFAR Year-End Reporting System for SCP Grantees
Purpose

• Provides year-end report to USDA on your project status and progress towards outcomes

• All projects are required to complete an annual narrative report

• Due mid-November

• Reviewed by liaison and USDA

• Provides public view of project information when completed
Notification

• State LGU Project Director will receive email notification when the system is opened for reporting

• System can only be accessed during the reporting period

• Once reports are completed and approved, they cannot be modified
Access

• PD will receive email with login and password
• Only one person may have access at the LGU level - PD is the only one with access (they may choose to transfer access to a project coordinator)
• Community Directors designated by the PD will have access to the report section for their community project only
Reporting Structure

State Report
- Basic Information
- Staff
- Accomplishments
- Description
- Outcomes
  - Uses outcomes from Logic Model

Community Reports
- Staff
- Accomplishments
- Good Ideas
- Demographics
  - Forms A-F

Administration

Sponsored by 4-H National Headquarters, National Institute of Food and Agriculture (NIFA) of the United States Department of Agriculture (USDA) in partnership with the University of Arizona.
CYFAR Reporting System

- https://cyfernetsearch.org/report
Log-In
Completing a State Report

The opening screen shows your state report section and the community narrative and community demographic report sections for each of your community sites.
Basic Information

- Project Title
- Website
- Market Statement
Edit or add as needed. You must enter a Project Director or Coordinator, Evaluator and Technology Specialist to complete this form.
Use Add Staff as mentioned to add new staff.
Accomplishments

Detail SCP

Accomplishments
Description

Brief description of purpose, audience served, program content and strategies of the Project. Include major collaborations, connectivity and the community projects. Limit is 1000 characters.
Short-Term Results

Each short term result from your logic model is listed. You will note that there is a link to view that portion of your logic model. Click on each result to respond to the six items.
Short-Term Results

The Short Term Results form lists the results from your logic model. When you have responded to the six items for a result, a √ will appear next to the result.
Short-Term Results

You can click on the Logic Model tab to view your logic model.
Completing a Community Report

The opening screen shows your state report section (if state POC) and the community narrative and community demographic report sections for each of your community sites.
Community Project Staff

Works same as state form. Edit or add as needed. You must have Community Director and a Connectivity (Technology) Contact. You may have a Coordinator, who can be designated as Point of Contact for reporting.
Description

A brief description of the purpose, audience served, program content and strategies. Include major collaborators and their contributions to the community project.
Accomplishments

SCP Community

Accomplishments: Respond to the four questions.
Good Ideas Form: Add in what you consider are the good ideas developed through the course of your project
Demographic Reports

Select to edit a community demographic report
Form A: Race/Ethnicity

<table>
<thead>
<tr>
<th>Status</th>
<th>Local</th>
<th>State</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posted</td>
<td></td>
<td>AL - Tooele</td>
<td>2011</td>
</tr>
</tbody>
</table>

Provide total numbers for Pre-K, K-6, 7-12, and Parents

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Pre-K</th>
<th>K-6</th>
<th>Youth (Grades 7-12)</th>
<th>Parents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Participants</td>
<td>103</td>
<td>0</td>
<td>0</td>
<td>94</td>
</tr>
<tr>
<td>Ethnicity: Hispanic or Latino</td>
<td>48</td>
<td>0</td>
<td>0</td>
<td>41</td>
</tr>
<tr>
<td>Not Hispanic or Latino</td>
<td>56</td>
<td>0</td>
<td>0</td>
<td>53</td>
</tr>
<tr>
<td>Race: White</td>
<td>22</td>
<td>0</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>Black or African-American</td>
<td>33</td>
<td>0</td>
<td>0</td>
<td>31</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Asian</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Persons indicating more than one race</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Form B: Percent in Poverty

Form B: Indicate the % in poverty. The totals for each age group will be calculated and shown based on the data in Form A.
Form C: Race/Ethnicity of SCP Staff and Volunteers

Report total FTE’s for Extension Staff and other CYFAR project staff. Total number of youth and adult volunteers.
Form D: Computers & Technology at all Sites – Includes Use & Training
Form E: Delivery Method & Program Content

Select keywords for the child/youth audience

<table>
<thead>
<tr>
<th>Delivery Method</th>
<th>Program Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service learning</td>
<td>Leadership</td>
</tr>
<tr>
<td>Training</td>
<td>Social computing</td>
</tr>
<tr>
<td>Monitoring</td>
<td>Sports and recreation</td>
</tr>
<tr>
<td>School enrichment</td>
<td>Citizenship</td>
</tr>
<tr>
<td>After school</td>
<td>Life skills (Decision making/Problem solving/Goal setting)</td>
</tr>
<tr>
<td>Summer program</td>
<td>Conflict resolution</td>
</tr>
<tr>
<td>Camp</td>
<td>Community service</td>
</tr>
<tr>
<td>Cross age learning</td>
<td>Healthy lifestyles</td>
</tr>
<tr>
<td>Evidence learning</td>
<td>Personal development</td>
</tr>
<tr>
<td>CDE Camp</td>
<td>Safety</td>
</tr>
<tr>
<td>Electronic networks</td>
<td>Nutrition</td>
</tr>
<tr>
<td>Computer labs</td>
<td>Arts and music</td>
</tr>
<tr>
<td>Homework centers</td>
<td>Reading &amp; Liberty</td>
</tr>
<tr>
<td>Challenge/Elementary based</td>
<td>Language (ESL)</td>
</tr>
</tbody>
</table>
Form F: Delivery Method & Program Content

Select keywords for the adult audience
Form G: 4-H Clubs

Identify the total number of 4-H clubs, children (K-6, 7-12), youth volunteers, and adult volunteers
Administration allows you to update certain data after you report has been approved and posted.
Edit Website URL

Edit Web Site

Edit your web site address in the box below. Then click "submit".

If your web site is under construction or is otherwise not available, type "None" and it will not be listed on the public site.

Enter your URL, beginning with http:// or www.

Web Site: [example.com]
Submit

Click here to return to main administration menu.

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Edit CYFAR Staff and Staff Data
Thank You!

<table>
<thead>
<tr>
<th>CYFERnet Evaluation Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynne Borden Ph.D.</td>
</tr>
<tr>
<td>Christine Bracamonte Wiggs</td>
</tr>
<tr>
<td>Amy Schaller</td>
</tr>
<tr>
<td>Bryna Koch</td>
</tr>
</tbody>
</table>