CYFAR Annual Report Instructions

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Introduction

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays an OMB control number. The OMB control number for this information collection is 0524-0043.

The time required to complete this information collection is estimated to average 322 hours per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information.

This information is designed to assist Children, Youth, and Families At-Risk (CYFAR) project directors with using the CYFAR Annual Reporting application. It is important to read and follow the instructions carefully in order to successfully enter your data with minimal problems.

This tutorial is a step-by-step guide for both the State and Community reports.

All CYFAR projects, including projects finishing their final year, will use the system to complete an annual narrative report. For projects that are ending, the 5th year annual report will serve as your Project Close-Out Report.

Questions should be directed to Bonita Williams at bonita.williams@usda.gov or (816) 926 1685. Technical questions about the CYFAR Annual Report should be directed to cyfarpdta@umn.edu.

Only person(s) with authorization can access the reporting system to input data, and they can only access the level of data for which they are authorized. The sections about the State report are designed for the Grant Principal Investigator (PI). A Community Director who is authorized to enter their community data can enter their community data. They will only see what relates to their community project(s) when they access the reporting system. Community Directors must not use the Grant PI login to complete their community reports, as this can create problems during the approval process.

Some reports use text boxes that make it easier to format text and to copy/paste text into the report. To do this, copy your text, click in the text box, then use your browser's EDIT/PASTE function to paste the text into the box.

Logging Into the System

- Access the CYFAR reporting tools at: http://cyfar.org
- Select the "**Tools**" tab and click "**CYFAR Suite**" and then select "**Annual Report**"
- Login using your email address as your username.
- If you have forgotten your password, you can reset it by selecting the words in blue below the Login button that state "Forgot your password? Click here to reset it."
- If you reset your password and are still unable to login, please contact: cyfarpdta@umn.edu
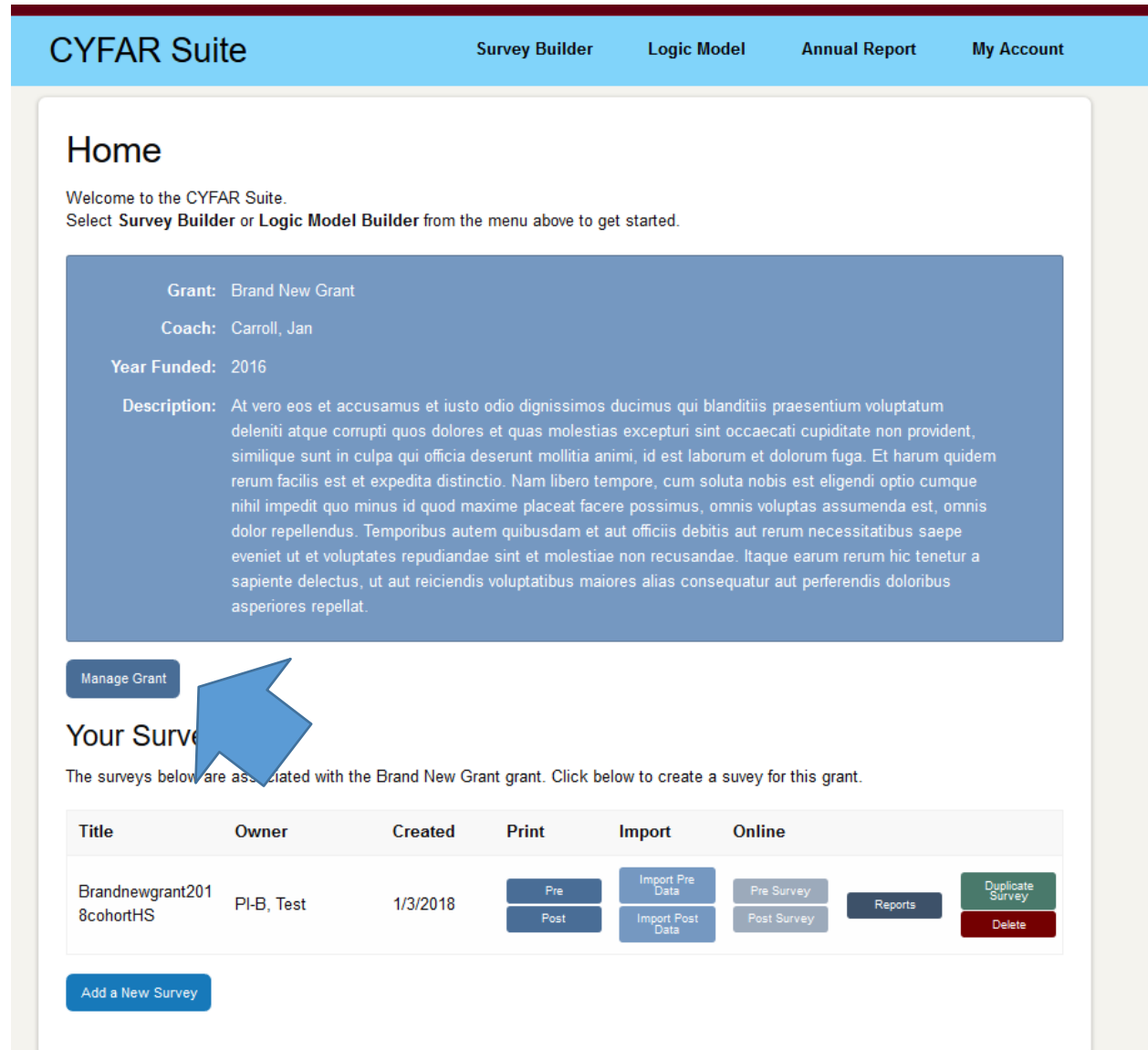
Verify and Modify Grant Details

Before you begin inputting data into the Annual Report tool, you need to verify and update any grant details.

Select "**Manage Grant**" from the CYFAR Suite's first screen

Select "**Edit Grant Details**."

On this screen you can edit and update your grant's -

- *Description*: Brief description of purpose, audience served, program content and strategies of the CYFAR Project including major collaborations, connectivity and community projects
- *Marketing Statement*
- *Website*: CYFAR Website address (enter "None" if you don't have a CYFAR Project website, and don't use your 4-H, FCS or Extension site if you don't have a CYFAR website)
- *Affiliation*: The Land-Grant University that was awarded the grant
- *Common Name*: The common or short-hand name for the grant (often an acronym)
- *Long Name*: The long name of the grant, usually the official grant name from the grant proposal (often has the acronym spelled out)
- *Counties*: Counties where the CYFAR Grant Communities are located

Select **"Save"** when finished.

Edit Grant

Use the form below to edit the information about this grant.

Description

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident, similique sunt in culpa qui officia deserunt mollitia animi, id est laborum et dolorum fuga. Et harum quidem rerum facilis est et

MarketingStatement

Comprehensive programming for all children 12-15.

Website

http://www.cyfar.org/suite

Affiliation
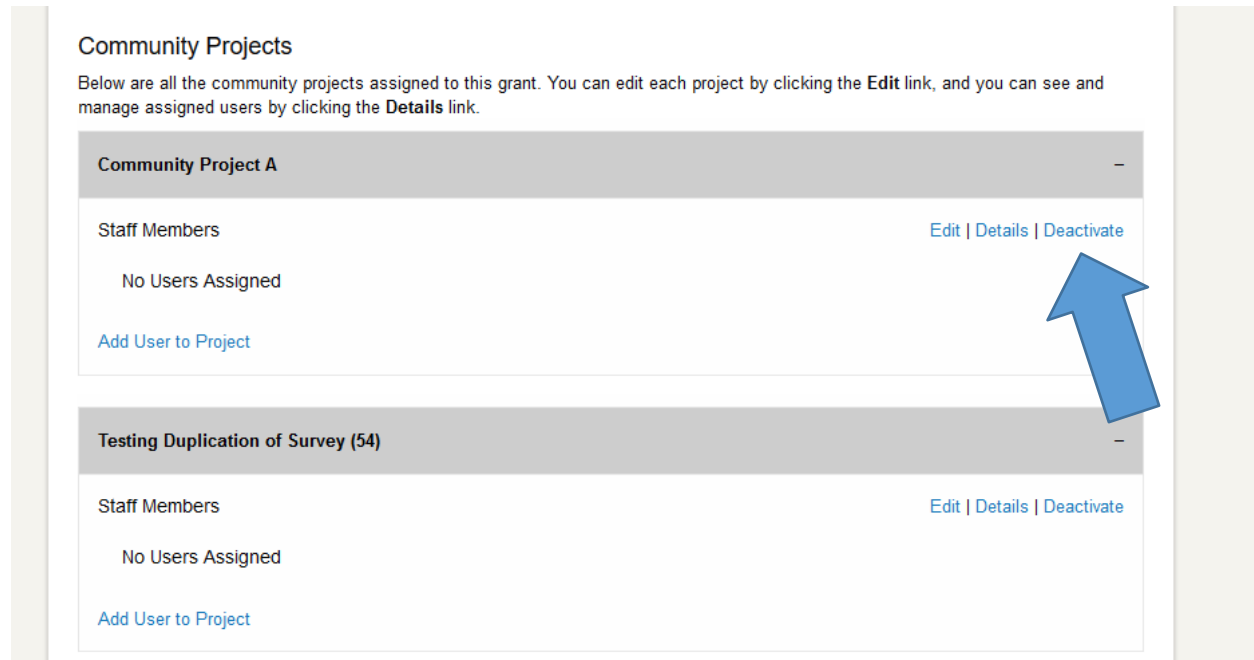
University of North Huron

Common Name

Short Name Used with participants

Long Name

The long and official name with acronyms spelled out

Verify and Modify Community Projects

Review the Community Projects listed for the grant. If a Community Project is no longer active, select the "Deactivate" link for that project.

If you have a new Community Project that is not listed, or are changing one of your sites, please request approval to add or change a site from USDA/NIFA by emailing Dr. Bonita Williams. Forward the approval email to cyfarpdta@umn.edu with the following details:

>   Community Project Name
>   Description
>   Location
>   Marketing Statement
>   Collaborating Organizations
>   National Outcome (i.e., Early Childhood, School Age, Teen, or Parent/Family)
>   Geographic Type (i.e., Central City, Rural/Town, Suburb, or Town/City)

Staff

Creating New Staff Accounts

The State Person of Contact (State POC) is the person responsible for completing the State portion of the Annual Report and would have rights to create accounts for each Community POC if the State is not inputting the Community Project reports. If the Grant PI is not the State POC, the Grant PI will need to create a new account for the State POC.

To create a new Staff Account, select "**CYFAR Suite**" to return to the main CYFAR Suite page for the grant and then select the "**Manage Grant**" button.

Select the "**Add Staff to Grant**" button.

If the user is already created, you can select them from the "**Select a User**" drop down box, otherwise, complete the form to Create a New User. You will select a "Role Type" – State or Community.

Add User to Grant

Use the form below to select and existing user, create a new user, and assign a role.

Find a User to Add

Select a User

-- Select One --

Or, create a new user

First Name

Last Name

Email

Title

Lastly, select a Role

Role Type

-- Select One --

Add

After you have selected a Role Type, a new drop down box with roles will appear. Select the role that you want to assign to your staff.

Roles that can be assigned to State level staff are State Coordinator, State Project Evaluator, State Project Director, State Project Technology Specialist, and State Point of Contact.

Lastly, select a Role

Role Type

State ▼

Select a State Role

-- Select One -- ▼

Add

Back to Grant

Roles that can be assigned to Community level staff are Community Project Connectivity Contact, Community Project Director, Community Project Coordinator, Community Point of Contact, and Grant Staff. For Community Projects, you will also assign the user to one of your Community Projects.

Lastly, select a Role

Role Type

Community ▼

Select a Community Project

-- Select One -- ▼

Select Community Project Role

-- Select One -- ▼

Add

Back to Grant

Click "**Add**" after selecting (or creating) your user and selecting the appropriate role.

The primary PI is the only staff who can complete the Annual Report. If other State or Community staff need access to populate the Annual Report the PI should contact cyfarpdta@umn.edu and request access.

Completing the State Report

Select the Annual Report from the menu bar, then select "**Edit State Report**"

Accomplishments
Select "**Accomplishments**" on the menu bar. Enter your State project accomplishments for the fiscal year. Select the "**Save"** button when done.

The accomplishments should describe accomplishments in supporting and sustaining community-based projects for children, youth, and families at risk.

- Provide a one paragraph description of your program as it was actually implemented
- Provide a brief description of progress on integrating community into your program
- Provide a brief description of progress on integrating technology into your program
- Provide a brief description of progress on sustaining your program

Results
Select "**Results**" on the menu bar to enter your short-term and long-term results based on your logic model. Each result from your logic model is listed.

Results are linked to the logic model approved by USDA NIFA and are not allowed to be changed by the grant without the prior approval of the sponsor.

If your short- or long-term results have changed since the previous year's report, please send an email to cyfarpdta@umn.edu detailing the changes to be made and including sponsor approval. Please indicate which results are intended to be short- or long-term results.

Accomplishments   Results   Preview Report

Short Term Results

Short Term Result A   –

1. How many participated in the evaluation?

0

2. Evaluation Type used:

3. When was it given or conducted?

4. Analysis

5. Findings

5. Implications

Short Term Result B   –

1. How many participated in the evaluation?

0

2. Evaluation Type used:

3. When was it given or conducted?

Sending the Report to the Reviewer

CYFAR PDTA Center – *January 2024*

Once you have entered and reviewed all of the required data in the State Report, you must Update Status to send to the next level for review.

You are encouraged to "**Preview Report**" tab near the top of the screen to review your report before updating status. This can help you avoid having your report returned for incomplete or incorrect data. You can also use your browser's PRINT function to print a copy of your report for your use.

Change the drop down to the option "**Submit to Coach**" and then select the "**Update Status**" button to move the report to your Coach for review. Once executed the status will change to "**Awaiting Coach Review**" and you will not be able to make changes to your report unless it is sent back to you by a reviewer. This status must be updated for the State and each Community Project report.

When your report is reviewed, if a change is required by a reviewer, you will receive an email informing you to make the necessary corrections. Go back into the reporting system and edit your report, following all of the same procedures as specified above. Then update the status as needed to return the edited report(s) to the reviewer.

Completing the Community Project Report

Community Project Details

Community project details should be verified and updated by the State POC earlier in the process. As a reminder, changes to the list of community projects need to be approved by NIFA. However, a Community POC may have additional information, or need to clarify the description, marketing statement, etc. To do this they select Edit Community Project Details.

Edit: Huron County Rockets Community Project

Name

Huron County Rockets

Description

Location

Treeville

MarketingStatement

To make the best better by offering a great CYFAR Program

CollaboratingOrganizations

3

Select a National Outcome

School-age

Select a Geographical Type

Central City

Save

Back to List

Accomplishments

Select "**Accomplishments**" on the menu bar. CYFAR Grant Community Accomplishments:

- Provide a one paragraph description of your program as it was actually implemented
- Provide a brief description of progress on integrating community into your program
- Provide a brief description of progress on integrating technology into your program
- Provide a brief description of progress on sustaining your program

Form A

Select "**Form A**" on the menu bar. Type in the appropriate numbers for your project. In federal reporting, ethnicity is distinct from race. You should indicate an ethnicity category for each participant and all racial categories that apply to each participant (i.e. a participant of more than one race would be recorded in each applicable racial category). Ideally, your total participants should equal the total of numbers in your ethnicity section if everyone reported. Totals of racial categories will be equal to or greater than your total participants if they all report racial information. Select **SAVE** after entering data.

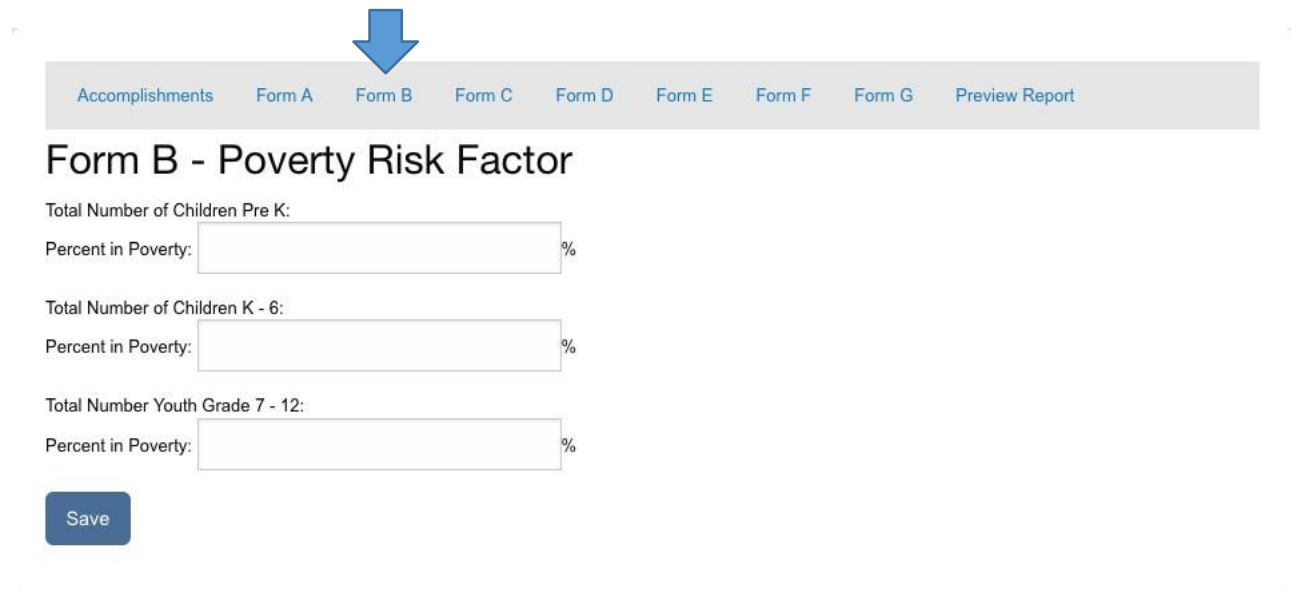| Accomplishments | Form A | Form B | Form C | Form D | Form E | Form F | Form G | Preview Report |

Form A - Age Group by Ethnicity and Race

	Pre-K	K-6	Youth (Grades 7-12)	Parents
Total Participants				
Ethnicity				
Hispanic or Latino				
Not Hispanic or Latino				
Race				
White				
Black or African-American				
American Indian or Alaska Native				
Asian				
Native Hawaiian or Other Pacific Islander				
Persons indicating more than one race				

Save

Form B

Select "Form B" on the Menu Bar. Indicate the % in poverty. The totals for each age group will be calculated and shown by the system based on the data in Form A. Select **SAVE** when complete.

Form C
Select "Form C" on the Menu Bar. Indicate the ethnic and racial data for staff and volunteers. NOTE: Staff is counted in Total Participants by FTE%. For race and ethnic data, all staff and volunteers are counted by person, not FTE%. When complete, Select **SAVE**.

| Accomplishments | Form A | Form B | Form C | Form D | Form E | Form F | Form G | Preview Report |

Form C - Staff and Volunteers by Ethnicity/Race

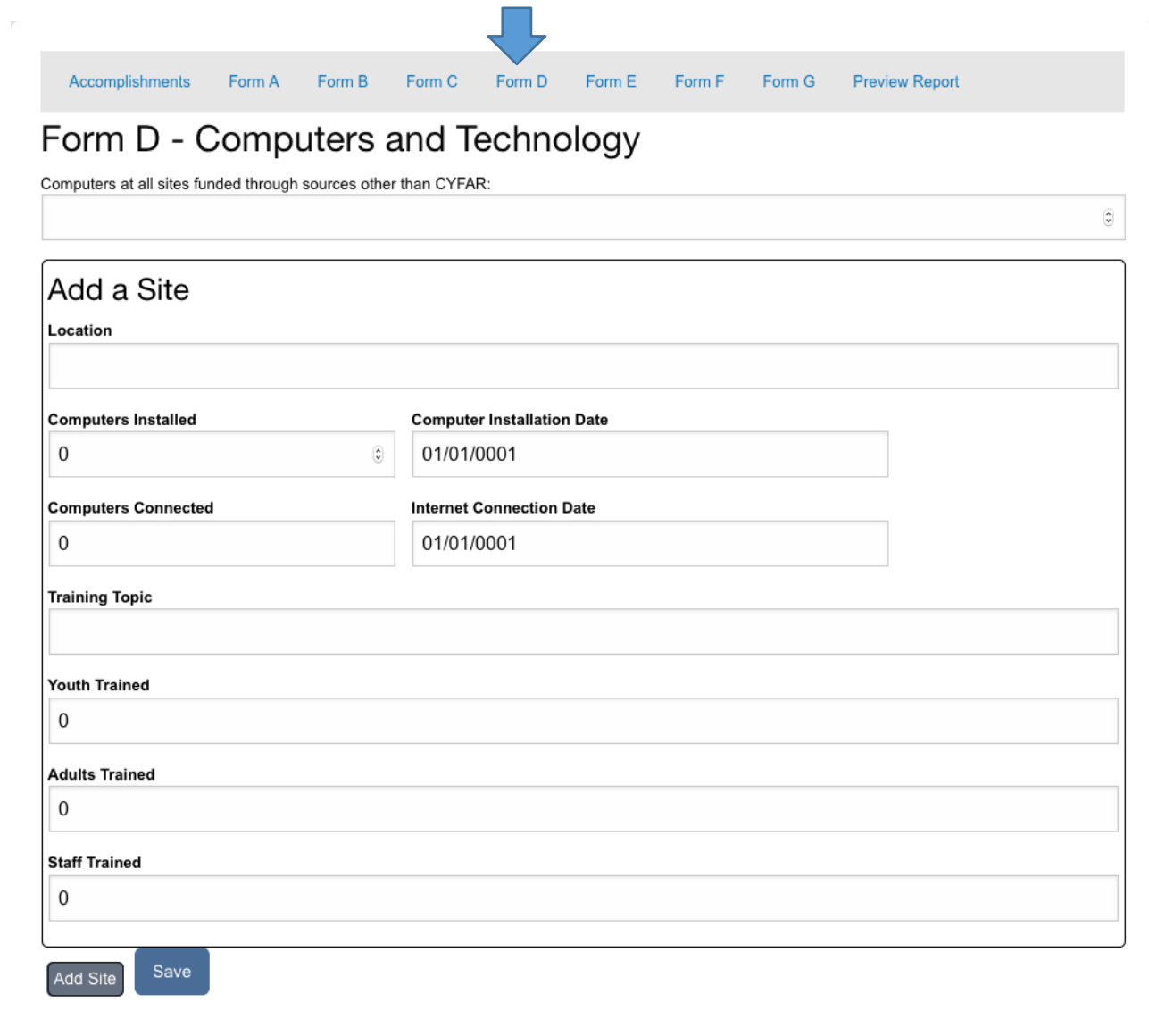|	Extension Staff (FTE's)	Other Paid CYFAR Project Staff (FTE's)	Youth Volunteers	Adult Volunteers
Total Participants				
Ethnicity				
Hispanic or Latino				
Not Hispanic or Latino				
Race				
White				
Black or African-American				
American Indian or Alaska Native				
Asian				
Native Hawaiian or Other Pacific Islander				
Persons indicating more than one race				

Approximate hours contributed by Adult Volunteers:

Approximate hours contributed by Youth Volunteers:

Save

Form D

Select "Form D" on the Menu Bar. Type in the number of computers at all sites from sources other than CYFAR. Select "Add New Site" to enter data about a site that is using computers (from CYFAR and other sources). Enter applicable data for a site that is using computers, then Select **SAVE**.

Form E

Select "Form E" on the Menu Bar. Check Delivery Method and Program Content keywords that describe your program for the child/youth audience. The keywords are used to help people search from the public site for relevant projects, so choose them carefully and select all that apply. Delivery Method describes the ways used to present the program. Program Content refers to the actual information that is presented. You must select the from the keyword lists – there is no way to add keywords.

Select **Save** when finished

Form F
Select "Form F" on the Menu Bar. Select keywords for adult participants.

Form G

Select "Form G" on the Menu Bar. The 4-H Clubs Form is for data about 4-H clubs that are a part of your CYFAR community project (not CYFAR youth or adults who are enrolled in a 4-H club or program outside of your CYFAR community project). 4-H Club means a 4-H program unit that is registered/chartered by your State 4-H program, not simply using 4-H curricula or doing 4-H activities. Complete the form and Select **SAVE** when done.

Accomplishments	Form A	Form B	Form C	Form D	Form E	Form F	Form G	Preview Report

Form G - 4-H Clubs

Total Number of Clubs:

Total Number of Children K - 6:

Total Number of Youth Grades 7 - 12:

Total Number of Youth Volunteers

Total Number of Adult Volunteers

[Save]

Sending the Report to the Reviewer

Once you or the Community POC have entered and reviewed all of the required data in the Community Project Report, you must Update Status to send to the next level for review.

You are encouraged to "Preview Report" tab near the top of the screen to review your report before updating status. This can help you avoid having your report returned for incomplete or incorrect data. You can also use your browser's PRINT function to print a copy of your report for your use.

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When your report is reviewed, if a change is required by a reviewer, you will receive an email informing you to make the necessary corrections. Go back into the reporting system and edit your report, following all of the same procedures as specified above. Then select Update Status as needed to return the edited report(s) to the reviewer.

Adding your Impact Statement

After the State Report and Community Reports are completed, please complete your 2019 Impact Statement by selecting "Impact Statement".

The Impact Statement will ask you to select your program topic area. There are fields for a program report, an optional featured Quote, lessons learned or quality improvement information, links to any articles about your project, a sustainability paragraph, and photos from your program.

Please note the character limits for the program description, lessons learned, and sustainability text boxes.

After entering your information and uploading pictures, select the "Save Statement" button. The Impact Statement will not go to a reviewer.

2023 Program Report *

Please provide a description of your project. This should be done so that someone unfamiliar with your project could read the overview, and have a good idea about the work you completed this year. You may also explain the impact of your program, and the program outcomes you have accomplished. This should be in sentence/paragraph form and is limited to 2000 characters.

Note: You can use the triangle in the lower right corner to resize the text box.

Featured Quote (optional)

Please include a quote that could be featured about your project. Please also attribute your quote (participant, parent, staff, volunteer, etc)

Note: You can use the triangle in the lower right corner to resize the text box.

Lessons Learned/Quality Improvement Information: *

In paragraph form, please share some of the lessons learned from implementing your CYFAR program. You may also share quality improvement information here. Please note that you are limited to a maximum of 1000 characters.

Note: You can use the triangle in the lower right corner to resize the text box.

Links to any articles written about your project: *

You may include academic journal articles, as well as non academic press coverage. Please cite your academic articles APA style (7th edition), and please verify any links to non academic articles or press coverage are active and accessible to the general public.

Note: You can use the triangle in the lower right corner to resize the text box.

Sustainability Paragraph: *

Please briefly (1000 characters max) describe how your project will be sustained beyond the 5 years of CYFAR funding.

Note: You can use the triangle in the lower right corner to resize the text box.

Additional Information Upload:

If you would like to include any additional information (graphs, stories, etc.), please upload a word document with this information.

Add attachment:

Choose File | No file chosen

As part of the annual report, you have the ability to provide up to three photos from your CYFAR program. For each photo, please also include a caption. Please do not upload photo collages. If you have more photos to share, please email cyfarpdta@umn.edu.

Photos Upload [Add]

Please confirm that you have a media release form on file for ALL the individuals who appear in EACH of the photos.

○ Yes, a media release form is on file for the individuals who appear in these photos. They may be used in the report.

● No, a media release form is not on file. Therefore, these photos cannot be used in the report.

[Save Statement]