

INSTRUCTIONS

Please complete the SparkPoint program logic model for your center below using the instructions described.

In **“program elements required for all sites”** section, your center should fill out each column of the logic model. All outputs and outcomes should directly relate to program inputs and activities planned for this upcoming fiscal year. Standard regional measures are already pre-populated in each column. No other measures should be added to this section.

In **“site-specific program elements”** section, your center can add in local success metrics that are important measures of program success but don’t fit into the regional metrics. United Way Bay Area will take these local measures of success into consideration when reviewing your program and collaborate with your center to incorporate it into your annual year-end evaluation report. The site-specific measures are optional, and your center would be responsible for data collection.

Below are definitions and instructions for each part of the logic model:

- 1. INPUTS.** Briefly describe the resources and partnerships that will be essential for implementing your program successfully.
- 2. ACTIVITIES.** Briefly describe the activities that your center plans to conduct in this upcoming fiscal year.
- 3. OUTPUTS.** Output measures help us understand how successful the program activities are being implemented. Outputs often include the number of people served but can also include other immediate direct benefits of your program (such as people enrolled in benefits program, number of staff trained, students receiving scholarship grant, students completed education program). Input your best estimate for each output measure for this upcoming fiscal year.
- 4. OUTCOMES.** Outcome measures help us understand the effectiveness and impact of program activities. Outcomes usually include intermediate- or long-term impacts that represent the achievement toward your program goal. Input your best estimate for each output measure for this upcoming fiscal year. For regional outcomes that refer to stages (i.e., Crisis, Vulnerable, Stability, Success, Prosperity), refer to the table below for definitions:

	Crisis	Vulnerable	Stability	Success (or Building Capacity)	Prosperity (or Empowered)
Income	No income	Has income that is less than 75% SSI ¹	At least 75% SSI	At least 85% SSI	At least 100% SSI
Savings	No Savings	2 weeks of savings	1 month savings	2-3 months savings	3+ months saving
Credit	Has very poor credit (<500)	Has poor credit score (500-599) or no credit history	Has fair credit score (600-649)	Has good credit score (650-699)	Has good credit score (700+)
Debt	Has outstanding debt collections, regardless of DTI.	Has very high debt-to-income (DTI) ratio (50+%).	Has high debt-to-income ratio (36-49%).	Has manageable debt-to-income ratio (35% or less) with revolving debt.	Has manageable debt-to-income ratio (35% or less) and no revolving debt.

¹ SSI stands for the Self-Sufficiency Income. United Way Bay Area’s core outcome metrics utilize the success framework modeled after the Arizona Self-Sufficiency Matrix (<https://www.hudexchange.info/resource/1562/self-sufficiency-matrix-using-hmis-to-benchmark-progress-sample/>).

	INPUTS <i>What resources are used to implement the program?</i>	ACTIVITIES <i>What activities are planned?</i>	OUTPUTS <i>Who was served?</i>	OUTCOMES <i>How successful are the activities in helping clients reach goals?</i>
Program elements required for ALL sites	<ul style="list-style-type: none"> • \$_____ revenue • Staffing (including lead agency and partner FTEs and volunteers providing services) <ul style="list-style-type: none"> » _____# Staff » _____# Volunteers 	<ul style="list-style-type: none"> • Provide financial coaching to clients • Provide career coaching to clients • Provide Family-Centered Coaching to clients • Provide direct assistance services to help clients meet basic needs 	<ul style="list-style-type: none"> • _____ # total individuals served <ul style="list-style-type: none"> » _____ # participants² » _____ # clients • _____ # parent clients served • _____ # student clients served • _____ # total individuals served who enroll in or maintain public benefits • _____% of clients re-assessed (i.e., total measurable clients³ / total clients) 	<ul style="list-style-type: none"> • _____% of measurable clients who reach their own financial goal • _____% of measurable clients who achieve 5% positive improvement in any financial category (income, savings, credit, debt) • _____% of measurable clients who achieve 30% positive improvement in any financial category (income, savings, credit, debt) • _____% of measurable clients who maintain financial status in any category (income, savings, credit, debt) • _____% of measurable clients who move out of Crisis and achieve Vulnerable or better • _____% of measurable clients who move out of Vulnerable stage and achieve Stability or better • _____% of measurable clients who move out of Stability stage and achieve Success or better • _____% of measurable clients who move out of Success stage and achieve Prosperity or better
Site-specific program elements (OPTIONAL)	<p>Example:</p> <ul style="list-style-type: none"> • In-kind support (ex: Mission Asset Fund) • Partnerships 	<p>Example:</p> <ul style="list-style-type: none"> • Specific services provided by your site • Build partnership with Early Childhood Development Center • Staff attend training on Family-Centered Coaching model 	<p>Example:</p> <ul style="list-style-type: none"> • # staff trained on Family-Centered Coaching model 	<p>Example:</p> <ul style="list-style-type: none"> • 1-2 client impact stories or quotes

2 Participants include individuals who are using only non-coaching services (such as food pantries and other basic needs services).

3 A measurable client is any coaching client who received a baseline assessment and follow-up assessment.