State of Alaska Department of Health & Social Services
Division of Senior & Disabilities Services Senior Grants Unit
Nutrition, Transportation, & Support Services

Annual Internal Program Evaluation

Provider _____ Conducted by _____ Date _____

The State Agency recommends conducting an annual self evaluation and maintaining documentation in your files.
The item(s) indicated under Yes-No are suggested documentation to have availible for an On-Site Review.
Evaluation items that are being improved should have current documents/records indicating progress.
Instructions: Review Grant Agreement / Assurances and then complete the following.

1	The organization has a governing body with full legal authority and fiduciary responsibility for the overall operation of the program.	☐Yes Chart	☐No
2	An organizational staffing chart shows lines of authority, communication and relationship of governing body to other agency functions.	☐Yes Chart	☐No
3	The organization has an advisory council. (Optional-recommended)	☐Yes Chart	☐No
4	The organization has a policy that the governing body and advisory council meetings are open to the public and meeting times and locations are made public.	☐Yes Policy-Schedule	☐No
5	The Provider has a method to assure consumer and family input is provided and a confidential complaint procedure records complaints and actions for resolution.	☐Yes Samples	☐No
6	The organization has a Project Director with authority and responsibility to plan, direct, implement, and manage program day to day operations. In the absence of the Director, authority is delegated.	☐Yes Name	☐No
5	The program is meeting the goals and objectives of the Proposal.	☐Yes Goals & Objectives	☐No
6	Cost-effectiveness is monitored by comparing budget to actuals on regular basis.	☐Yes Current eGrants	☐No
7	Awareness and improvements in collaborative relationships with other agencies/services are current and ongoing.	☐Yes Examples	☐No
8	Program improvements and corrective actions are implemented in a timely manner.	☐Yes Examples	☐No
9	Method of assuring services to target population is adequate and consistent with OAA and the request for grant proposal.	☐Yes Examples	☐No

10 Challenges/issues requiring technical assistance from NTS: (list)