Proposition 47 Grant Program, Cohort 3
Local Evaluation Plan

The Proposition 47 Grant Program for funding period September 1, 2022 through May 15, 2026 requires a Local Evaluation Plan (LEP) to ensure projects funded by the BSCC can be evaluated to determine their impact and effectiveness. If possible, the LEP should be developed before the project starts by an evaluator and program staff, using a collaborative process that involves all relevant project stakeholders. The LEP sets out the proposed details of an evaluation. This guideline was developed to assist grantees in creating a LEP that at a minimum, addresses the required information defined below.

The BSCC will make public the Local Evaluation Plan from each grantee. Reports may be posted to the BSCC website and/or developed into a statewide summary report to be shared with the administration, the Legislature, and the public.

All grantees are required to submit a LEP to the BSCC by **January 15, 2023**.

To submit LEPs, email them to BSCCProp47Evalualuator@bscc.ca.gov.

Project Background

In this section you'll provide information essential to understanding the nature and motivation for the project (i.e., the programs, services, and activities supported by the grant). Critical components of the project background and questions to address include:

- What information can you provide that is essential to understanding the need for the project and the project itself?
- What is the scope of the project?
- What activities and/or services will the project provide?
- How will the project's activities and/or services address the problem(s)/need(s) described?
- Who is the target of the project?
  - What is the criteria for participant eligibility and comparison group(s)?
  - How many participants is the project expected to serve?
- What are the project's goals and objectives (these were the ones you outlined in the Project Work Plan[1] section of your application and contract for the grant)?
  - Goals are defined by broad statements of what the program intends to accomplish, representing long-term intended outcome of the program.
  - Objectives are defined by statements of specific, measurable aims of program activities. Objectives detail the tasks that must be completed to achieve the goals.

[1] See page 63 of the RFP for the Project Work Plan template.

A Logic Model

The logic model is a visual representation of the project. It demonstrates how the project functions, including the resources needed to operate the program and the activities that the program offers. It also depicts how these project activities are expected to contribute to the program's goals or expected outcomes. All of the project goals should be represented in the logic model in some way (typically in the expected outcomes and/or impacts). The goals will likely be reflected in the outcomes columns, as they reflect the outcomes you hope to achieve through your project. The objectives will likely be reflected in the activities/outputs, as they reflect the tasks that must be completed to achieve the goals. It is valuable to develop a logic model for your project because it helps to guide evaluation efforts.

Logic models typically include the following categories:

- Inputs/Resources:
  - What resources are being used to support the project?
  - This should include anything the projects uses to operate grant-funded activities. Common examples: staff, materials, funding, equipment, etc.
- Activities:
  - What does the project do with the inputs or services (in alignment with project goals)?
  - For example, for a project that is designed to offer staff training, you might include "train staff" as an activity. For a project that is designed to hire a social worker to increase the number of clients referred to diversion programs, the activity might be "Refer clients to diversion."
- Outputs:
  - The outputs section typically quantifies what happens as a result of the activities.
  - Questions you might ask yourself to identify outputs include: How many services is the project expected to deliver throughout the grant? How many clients participated in the activities the project offers? How will I know when the activity accomplished what it set out to do (e.g., all staff were trained; the number of client served increased).
- Outcomes:
  - What immediate, specific, and measurable changes are expected to be observed due to the project?
  - If the outputs are achieved, then this is the change we expect to see.
  - Outcomes can be grouped by:
    - Short-Term: occur during the grant cycle; observable over weeks or a couple of months.
    - Medium-Term: occur during the grant cycle; observable over several months or years.

- Impacts:
    - How is the project expected to affect the community, city, and/or county?
    - This can include fundamental, intended or unintended, changes that occur in organizations, communities, or systems because of the project activities beyond the grant cycle.
    - Impacts are societal/economic/civic/environmental-focused and may be the same or similar to long-term outcomes (typically occurring beyond the grant cycle). This is where you might think "big picture" about the downstream effects of your program.

Process Evaluation Method and Design
A process evaluation documents the services and activities that were implemented. It aims to determine if the program was implemented as expected. Process evaluations typically focus on the first three columns of your logic model: inputs/resources, activities, and outputs.

In this section, you should cover the following topics:
- What is the research design for the process evaluation[2]?
- What are the inputs/resources, activities, and outputs that you will be assessing?
- What is the specific data element you'll be looking for to measure each of those inputs/resources, activities, and outputs? Examples might be number of positions filled or numbers of staff trained.
- What data sources will you use for each data element? Some possibilities include document review/checklists or case management information system or service tracking data.
- How often will the data be collected?
- How will you define successful program completion for the participants?
- If implementation goes as expected, how will you document project facilitators – that is, the factors that were in place that helped you to be able to execute this project (e.g., presence of certain staff members, availability of funding, collaboration with external partners)? If implementation does not go as expected, how will you document project barriers or challenges?

Outcome Evaluation Method and Design
An outcome evaluation examines the project's results, or outcomes and impacts. Your outcome evaluation will focus on the short-term and medium-term outcomes identified through your logic model, as you likely will not have the opportunity to observe the long-term impacts during the grant period. If you will not be able to measure the long-term impacts during the grant period, you can simply include it in your description but indicate why it cannot be observed.

In this section, you should cover the following topics:
- What is the research design for the outcome evaluation[2]?

[2] See page 36 of the RFP for additional information on process and outcome evaluations.

- What are the outcomes that you will be assessing?
- What is your definition of the outcome(s)?
- What data source(s) will you use?
    - Are the data sources you describe currently available through existing records or systems, or are they new ones proposed for the study?
- How often will the data be collected?
- How will you know that the change was due to the project, and are there any limitations to your approach?
- How will you determine whether recidivism was lower at the end of the project relative to before the project began?
- How will you analyze data, if relevant? Will you simply compare over time? Do you have staff capability or expertise that would allow for any more sophisticated statistical analysis?