

Name

Grant Program

Local Evaluation Plan (Level 1)

Submitted by:

Insert grantee name here

Prepared by:

Insert name(s) of author or entity here

Date:

Click or tap to enter date

Grant Period:

Month XX, XXXX – Month XX, XXXX

Project Overview

This section should provide a concise, one to two-page overview of the project's activities, services, or interventions, emphasizing their relevance to the target population (if applicable). The information provided should focus on the essential information necessary to understand the project's goals and objectives (next section). It should not describe the need for the project. This section shall not exceed two pages in length.

Start your narrative for the Project Overview section here.

Data Collection Plan for Goal 1

Use the table templates provided (see below) to list each of the project's goals and associated objectives as documented in the grant agreement. Next, complete each table by listing, on separate rows, each distinct data element that will be collected to measure achievement toward the respective goal or its objective(s). For each data element, use the remaining columns to identify the data source, frequency of data collection, and the goal or objective that is the target. Definitions for these terms follow.

- *Data element* – a basic unit of information, or data, to be collected that has a unique meaning (e.g., gender, race, city, age, arrest date, graduation rate). Please note that the data elements must be logically related to the respective goal or objective it is intended to assess.
- *Data source* – the location from which the data element originates (e.g., intake form, case management system, standardized assessment, interview, focus group, MOU with partner agency).
- *Frequency of data collection* – defines how often the data element will be collected or pulled from the data source (e.g., at enrollment, at project/program exit/completion, every 6 months, annually, quarterly, during case management sessions, at course completion).
- *Target* – the goal or objective(s) that the data element is intended to assess.

If the project has more than three (3) goals, copy a heading and table template, paste it after the table for goal three (3), and then edit this newly pasted heading label and the first row of the table accordingly.

Goal 1:			
Objective a:			
Objective b:			
Objective c:			
Objective d:			
	Data Element	Data Source	Frequency of Collection
1.			<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
2.			<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):

3.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
4.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
5.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
6.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
7.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
8.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
9.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
10.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):

Data Collection Plan for Goal 2

Goal 2:				
Objective a:				
Objective b:				
Objective c:				
Objective d:				
	Data Element	Data Source	Frequency of Collection	Target
1.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
2.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
3.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
4.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
5.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
6.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
7.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
8.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
9.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
10.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):

Data Collection Plan for Goal 3

Goal 3:				
Objective a:				
Objective b:				
Objective c:				
Objective d:				
	Data Element	Data Source	Frequency of Collection	Target
1.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
2.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
3.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
4.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
5.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
6.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
7.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
8.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
9.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):
10.				<input type="checkbox"/> Goal <input type="checkbox"/> Objective(s):

Data Management

This section should provide a concise description of the process that will be used to acquire, validate, store, protect, and monitor the data elements identified in the section(s) above. The description should not exceed one-page and should, at a minimum, include:

- Identification of the who is responsible for implementing the data collection plan(s).
- Detail data sharing agreements with external partners, if applicable.
- How the data will be monitored throughout the duration of the project and adjustments, if needed, will be identified and made in a timely manner to the data collection plan(s).
- How incomplete or inconsistent data will be identified and corrected.
- Where the data will be stored and kept secure.

Start narrative for the Data Management section here.

Data Analysis and Reporting

This section should provide a concise description of the process that will be used to analyze and present the data in a meaningful way. The description should not exceed one-page and should, at a minimum, include:

- Identification of who is responsible for analyzing the data.
- How the data will be used to determine achievement of the goal(s) or objective(s) (e.g., comparison between two points in time).
- The analytical tools that will be used (e.g., Excel, Sheets, SPSS, SAS, R).
- Identification of who is responsible for communicating the findings and writing the LER.

Start narrative for the Data Analysis and Reporting section here.