California Violence Intervention & Prevention Grant
Guidelines for the Local Evaluation Plan and Local Evaluation Report

The BSCC requires each grantee to submit two documents: one close to the start of the grant period, the Local Evaluation Plan (LEP), that describes how each grantee plans to conduct the evaluation, and one near the end of the grant period, the Local Evaluation Report (LER) that sums up the results of the evaluation.

Local Evaluation Plan[1]

The purpose of the LEP is to ensure that the grantee has a plan in place at the beginning of the project to collect the data and information necessary to, at the conclusion of the grant period, report on the extent to which the project's goals and objectives, as included in the proposal, were achieved.

The BSCC will make public the LEP from each grantee. Plans 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.

Cover Page
The cover page provides information to identify the grant, the individual grant recipient, LEP authors, date submitted, and the funding period.

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:

- Provide information essential to understanding the project and the need for the project (history in the community, an explanation of services, description of similar efforts in the region, etc.).
- Define your target population (ex: gender, age, risk factors, prior involvement with the justice system, etc.).
- Define the criteria used to determine participant eligibility of the target population.
- Describe the process for determining which intervention(s) and/or services a participant needs and will receive.
- Provide a description of the goals and objectives identified in the Project Work Plan of the proposal.[2]

[1] Navigate to https://www.bscc.ca.gov/wp-content/uploads/4b-LEP-Guide_Template.docx for the detailed Local Evaluation Plan guide and template.
[2] See Appendix A for Project Work Plan template.

Project Logic Model

Provide a visual representation of the project depicting the logical relationships between the project's goal statements, input/resources, activities, outputs, outcomes and impacts of the project.[3]

- Inputs/Resources: Inputs are various resources available to support the project (e.g., staff, materials, curricula, funding, equipment). Include those aspects of your project which are available and dedicated or used by the project/service to operate.
- Activities: Activities are what the project does with the inputs, or the services provided in alignment with project goals. If you have access to inputs/resources, then they can be used to accomplish the project activities.
- Outputs: If the activities are accomplished, these are the number of services delivered and/or products provided to participants. Outputs link the activities to products or services delivered to the target population; those who participate in the project and will benefit from the products and services provided.
- Outcomes: Outcomes are the immediate specific measurable changes in project participants' level of functioning. If the outputs are achieved, then this is the change we expect to see in the participants.
    - Short-Term- Timeframe (grant cycle, months)
    - Medium-Term- Timeframe (grant cycle, months-years)
- Impacts: If the outcomes are achieved, then the community, city, and/or county will change in this way. The fundamental intended or unintended change occurring in organizations, communities, or systems because of project activities beyond the grant period. These are societal/economic/civic/environmental focused. These may be the same or similar to long-term outcomes (typically occur beyond the grant cycle).

Process Evaluation Method and Design

Describe the research design for the process evaluation. At a minimum, this section should describe:

- The research design for the process evaluation.
- The plan to document services within the intervention(s) and/or services provided to each participant (e.g., maintaining a database, signup sheets, etc.).
- How participants' progress will be tracked (ex: start dates, attendance, dropouts, successful completions, progress milestones, etc.).
- Process variables and how they will be defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the process data will be collected and the data source(s) used.
- The project-oversight structure and overall decision-making process for the project.
- How the project components will be monitored, determined effective, and adjusted as necessary.
- The plan for documenting activities performed by staff and contracted providers, if applicable.

[3] See Appendix A for Project Logic Model template.

- Procedures ensuring that the project will be implemented to fidelity, when applicable.
- How quantitative and qualitative process data will be analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square, etc.) and your method used for analyzing qualitative data (identifying themes, content analysis, etc.). You don't need to state the analysis type for each evaluation activity separately.

Outcome Evaluation Method and Design

Describe the research design of the outcome evaluation. At a minimum, this section should describe:

- The research design for the outcome evaluation (e.g., pre-/post-test, mixed methods, comparison groups)
- A set of evaluation questions. These are the questions that the evaluation will answer. These shall include the goals and objectives from the original proposal and may also include more outcome-oriented questions.
- The estimated number of participants expected to receive each type of intervention/service.
- Outcome variables and how they will be defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the outcome data will be collected, the timing of data collection, and the data source(s) used.
- The criteria for determining participant success in the project.
- How quantitative and qualitative outcome data will be analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square, etc.) and your method used for analyzing qualitative data (identifying themes, content analysis, etc.). You don't need to state the analysis type for each evaluation activity separately.
- The strategy for determining whether outcomes are due to the project and not some other factor(s) unrelated to the project, including a description of a comparison group, when applicable.
- If multiple types of interventions will be employed, include a description of how the separate effects on outcome variables of each type of the intervention will be determined, if possible.

Appendices (if applicable)

Include relevant supplementary evaluation and project materials in appendixes. These may include but are not limited to data collection instruments, more detailed descriptions of activities and interventions, training materials, educational materials, operational definitions, additional analyses, and presentations.

Local Evaluation Report

The second document the BSCC requires each grantee to submit near the end of the grant period is the the Local Evaluation Report (LER). The purpose of the LER is to document the extent to which the project achieved its goals and objectives. Implementation of the LEP should ensure the grantee has the data and information necessary to do so.

The BSCC will make public the LER 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.

Cover Page
The cover page provides information to identify the grant, the individual grant recipient, LER authors, date submitted, and the funding period.

Executive Summary
The Executive Summary summarizes the key components of the report so that readers have a brief overview of the project's efforts and results. It should provide a synopsis of the project explaining: the project purpose; goals and objectives, including the extent to which they were achieved; key findings; project accomplishments; and conclusions.

Project Background

- Provide information essential to understanding the project and the need for the project (history in the community, an explanation of services, description of similar efforts in the region, etc.).
- Define your target population (ex: gender, age, risk factors, prior involvement with the justice system, etc.).
- Define the criteria used to determine participant eligibility of the target population.
- Describe the process for determining which intervention(s) and/or services a participant needs and will receive.
- Provide a description of the goals and objectives identified in the Project Work Plan of the proposal.[2]

Process Evaluation Method and Design
Describe the research design for the process evaluation. At a minimum, this section should describe:

- The research design for the process evaluation.
- The plan to document services within the intervention(s) and/or services provided to each participant (e.g., maintaining a database, signup sheets, etc.).
- How participants' progress will be tracked (ex: start dates, attendance, dropouts, successful completions, progress milestones, etc.).

- Process variables and how they will be defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the process data will be collected and the data source(s) used.
- The project-oversight structure and overall decision-making process for the project.
- How the project components will be monitored, determined effective, and adjusted as necessary.
- The plan for documenting activities performed by staff and contracted providers, if applicable.
- Procedures ensuring that the project will be implemented to fidelity, when applicable.
- How quantitative and qualitative process data will be analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square, etc.) and your method used for analyzing qualitative data (identifying themes, content analysis, etc.). You don't need to state the analysis type for each evaluation activity separately.

Outcome Evaluation Method and Design
Describe the research design of the outcome evaluation. At a minimum, this section should describe:

- The research design for the outcome evaluation (e.g., pre-/post-test, mixed methods, comparison groups)
- A set of evaluation questions. These are the questions that the evaluation will answer. These shall include the goals and objectives from the original proposal and may also include more outcome-oriented questions.
- The estimated number of participants expected to receive each type of intervention/service.
- Outcome variables and how they will be defined and measured (tools/instruments used to collect the data and frequency of collection).
- How the outcome data will be collected, the timing of data collection, and the data source(s) used.
- The criteria for determining participant success in the project.
- How quantitative and qualitative outcome data will be analyzed. Describe the statistical tools used to analyze quantitative data (e.g., descriptive statistics, chi-square, etc.) and your method used for analyzing qualitative data (identifying themes, content analysis, etc.). You don't need to state the analysis type for each evaluation activity separately.
- The strategy for determining whether outcomes are due to the project and not some other factor(s) unrelated to the project, including a description of a comparison group, when applicable.
- If multiple types of interventions will be employed, include a description of how the separate effects on outcome variables of each type of the intervention will be determined, if possible.

Evaluation Results
This section provides a description of the project outcomes. This section should include:

- Provide data related the process evaluation. Describe any changes that were made as a result of the process evaluation findings.
- Total number of participants (unduplicated).
    - Include basic demographic information of your participants (age, gender, race/ethnicity).
    - When multiple services are available, include the number of individuals that received each of the services.
- Progress toward goals:
    - Provide a summary of the degree to which these goals and objectives were achieved.[4]
    - Describe factors that affected the progress of project goals. This may include factors which resulted in achieving goals more quickly or impeded your progress. If there were factors that impeded your progress, describe how they were addressed.
- Results of any process analyses and provide a detailed explanation related to the project's performance over the course of the grant.
- Results of any outcome analyses and provide a detailed explanation of findings as it relates to any other additional outcome measures.

Discussion of Results

- Discuss the effectiveness of different strategies implemented in the project.
- Make useful recommendations with specific guidance for what to replicate or do differently.

A Current Logic Model
Provide a visual representation of the project depicting the logical relationships between the project's goal statements, input/resources, activities, outputs, outcomes and impacts of the project.[3]

- Inputs/Resources: Inputs are various resources available to support the project (e.g., staff, materials, curricula, funding, equipment). Include those aspects of your project which are available and dedicated or used by the project/service to operate.
- Activities: Activities are what the project does with the inputs, or the services provided in alignment with project goals. If you have access to inputs/resources, then they can be used to accomplish the project activities.
- Outputs: If the activities are accomplished, these are the number of services delivered and/or products provided to participants. Outputs link the activities to products or services delivered to the target population; those who participate in the project and will benefit from the products and services provided.

[3] See Appendix A for Project Logic Model template.

[4] These should be the original goals and objectives for the project as defined in the project's proposal unless they were modified with the approval of the assigned BSCC Field Representative. If they were modified, indicate so and provide a brief explanation for the modification.

- Outcomes: Outcomes are the immediate specific measurable changes in project participants' level of functioning. If the outputs are achieved, then this is the change we expect to see in the participants.
    - Short-Term- Timeframe (grant cycle, months)
    - Medium-Term- Timeframe (grant cycle, months-years)
- Impacts: If the outcomes are achieved, then the community, city, and/or county will change in this way. The fundamental intended or unintended change occurring in organizations, communities, or systems because of project activities beyond the grant period. These are societal/economic/civic/environmental focused. These may be the same or similar to long-term outcomes (typically occur beyond the grant cycle).

Grantee Highlight
A brief, one-page, visually appealing, highlight or success story that provides additional information related to the project's success over the grant period. This highlight may be included in a statewide report. You may include optional graphs, charts, or photos. While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed.[5]

Appendices
Include relevant supplementary evaluation and project materials in appendixes. These may include but are not limited to data collection instruments, more detailed descriptions of activities and interventions, training materials, educational materials, operational definitions, additional analyses, and presentations.

[5] The BSCC will only accept photographs in which all persons depicted are over 18 years of age and have consented to both being photographed and to the use and release of their image. By submitting photographs to the BSCC, the submitter acknowledges that all approvals have been obtained from the subjects in the photograph(s) and that all persons are over 18 years of age. Further, by submitting the photographs, the submitter irrevocably authorizes the BSCC to edit, alter, copy, exhibit, publish or distribute the photographs for purposes of publicizing BSCC grant programs or for any other lawful purpose. All photographs submitted will be considered public records and subject to disclosure pursuant to the California Public Records Act.

Appendix A: Project Work Plan Template

CalVIP Project Work Plan *(may not exceed one (1) page.*

(1) Goal:	
Objectives (A., B., C...):	A. B. C.

Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3. 4.			

(2) Goal:	
Objectives (A., B., C...):	

Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3. 4.			

(3) Goal:	
Objectives (A., B., C...):	A. B. C.

Project activities that support the identified goal and objectives	Responsible staff/ partners	Timeline	
		Start Date	End Date
1. 2. 3. 4.			

Appendix B: Project Logic Model