



Board of State and Community Corrections (BSCC) Adult Reentry Grant Program Cohort IV

Local Evaluation Plan Local Evaluation Report

October 16, 2025
9:30 am – 11:30 pm

AGENDA

- ◆ Introduction to Evaluations
- ◆ Purpose of a Local Evaluation Plan (LEP) and Local Evaluation Report (LER)
- ◆ Overview of the LEP
 - ◆ LEP LER Guidelines and LEP template
- ◆ Overview of the LER
- ◆ Q&A Session

WHY ARE EVALUATIONS IMPORTANT

- ◆ Demonstrate the effectiveness of the project
- ◆ Provide accountability for the use of grant funds
- ◆ Add to the body of knowledge about the issue

EXTERNAL PROGRAM EVALUATORS

Hiring an external program evaluator

- ◆ If hiring an evaluator is a viable option for you, we encourage you to do so at the earliest stage possible!
- ◆ Benefits:
 - ◆ Provide evaluation expertise
 - ◆ Can guide local evaluation throughout project
 - ◆ May improve evaluation objectivity
 - ◆ Additional resource for planning and data analysis

WHY ARE QUALITY LEPs AND LERs IMPORTANT

- ◆ Communicate effectiveness of funded projects
- ◆ A good evaluation starts with a good plan
- ◆ Having an evaluation plan is a best practice

LOCAL EVALUATION PLAN (LEP)

Local Evaluation Plan (LEP)

- ◆ Purpose: Ensure that achievement of the project's goals and objectives can and will be assessed.
 - ◆ due by **5 p.m. PST on December 31, 2025**
- ◆ Resources: LEP LER Guidelines (level one)
- ◆ Minimum Requirements:
 - ◆ Cover Page
 - ◆ Project Overview
 - ◆ Data Collection Plan
 - ◆ Data Management
 - ◆ Data Analysis and Reporting

LEVEL ONE LEP LER GUIDELINES

Adult Reentry Grant, Cohort IV

8/15/25

LEVEL ONE EVALUATION REQUIREMENT

Guidelines for the Local Evaluation Plan and Local Evaluation Report

For the Adult Reentry Grant program, the Board of State and Community Corrections (BSCC) requires grantees to complete a **Level One Evaluation** of their grant-funded project. A Level One Evaluation focuses on achievement of the project's goals and objectives. Demonstration of completing this requirement will require the submission of two documents, a Local Evaluation Plan and a Local Evaluation Report. Both are described below along with their due dates.

- **Local Evaluation Plan (LEP)** – A written document that describes the data collection, management, and analysis and reporting plan that will be implemented to ensure that achievement of the project's goals and objectives can and will be assessed. Ideally it should be developed before the project starts or during project implementation, before services or activities begin. **It is due by 5 p.m. on December 31st, 2025.**
- **Local Evaluation Report (LER)** – A written document that provides the interpretation of various data elements intended to assess whether the project was successful in achieving its goals and objectives. **It is due by 5 p.m. on December 31st, 2028.**

These guidelines identify the minimum required content that must be included within each document, respectively. LEPs and LERs are sent to ARGCohort4@bscc.ca.gov.

LEVEL ONE LEP TEMPLATE

Adult Reentry Grant Program (Cohort IV)

Insert Project Report Title here

Local Evaluation Plan (Level 1)

Submitted by:
Insert grantee name here

Prepared by:
Insert name(s) of author or entity here

LOCAL EVALUATION PLAN – COVER PAGE

Cover page

The cover page provides a descriptive report title and identifies the grantee(s), author(s), project period, and funding source.

The image to right is a cover page from the LEP template that grantee can use for their reports.

Adult Reentry Grant Program (Cohort IV)

Insert Project Report Title here

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:
June 30, 2025 – June 30, 2028

Funding source: Board of State and Community
Corrections (BSCC)

LOCAL EVALUATION PLAN – PROJECT OVERVIEW

Project Overview

This section provides:

- ◆ Project activities, services or interventions, and their relevance to target population (if applicable)
- ◆ Any essential information to understand project goals & objectives

This section should not exceed 2 pages in length.

*Please note that the **project need** should be excluded from this section.*

LOCAL EVALUATION PLAN – DATA COLLECTION PLAN

Data Collection Plan

This section identifies the data elements for each project goal and associated objectives, which will be used to measure their achievement.

Definitions

- **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.

Data Collection Plan for Goal X (Table Template)

Goal X:				
Objective a:				
Objective b:				
Objective c:				
Objective d:				
	Data Elements	Data Sources	Frequency of Collection	Target
1.				☐ Goal ☐ Objective(s):
2.				☐ Goal ☐ Objective(s):
3.				☐ Goal ☐ Objective(s):

LOCAL EVALUATION PLAN – DATA MANAGEMENT SECTION

Data Management

This section provides a description of the process that will be used to acquire, validate, store, protect, and monitor the data elements identified in the previous section (Data Collection Plan).

The description shall, at a minimum, include:

- ◆ Identification of 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
- ◆ How will 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.

The section shall not exceed one page in length.

LOCAL EVALUATION PLAN – DATA ANALYSIS & REPORTING

Data Analysis & Reporting

This section provides a concise description of the process that will be used to analyze and present the data in a meaningful way.

The description shall, 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)/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.

The section shall not exceed one page in length.

THE FINAL REPORT

Local Evaluation Report (LER)

LOCAL EVALUATION REPORT (LER)

Local Evaluation Report

Purpose: Assess whether the project was successful in achieving its goals and objectives.

- Based on the original Local Evaluation Plan
- Due by **5 pm on December 31, 2028**
- Minimum requirements:
 - Cover Page
 - Project Overview
 - Goal Achievements
 - Discussion
 - Grantee highlights
 - Appendix (optional)

LOCAL EVALUATION REPORT (LER)

Local Evaluation Report

- A) Cover Page:** Provides a descriptive report title and identifies grantee(s), project period, and funding source.
- B) Project Overview** (2 page max): An 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.

LOCAL EVALUATION REPORT (LER)

Local Evaluation Report

- C) Goal Achievements:** For each of the project's goals, this section(s) should highlight the most important results and analyses of the data elements collected that describe the extent to which the goal was achieved.
- D) Discussion (1 page max):** This section is the final portion of the report and provides a holistic description of the meaning, importance, and relevance of the achievements reported. The content may also include a discussion of limitations, challenges, recommendations for future projects, and lessons learned.

LOCAL EVALUATION REPORT (LER)

Local Evaluation Report

- E) Grantee Highlights** (1 page max): In this section, share a brief, visually appealing highlight or success story that provides additional information related to the project's success over the grant cycle. Optional graphs, charts, or photos may be included. This highlight may be included in a statewide report for the grant program. While every effort will be made to include these in a statewide report, inclusion in the report is not guaranteed.
- F) Appendix (optional):** The appendix(ices) may be provided to present the Data Collection table for each goal from the Local Evaluation Plan. Other content may be provided as appropriate.

GRANT RESOURCES

- ◆ LEP/LER Guidelines
- ◆ Local Evaluation Report (LER)
- ◆ Collection of Race and Ethnicity Data
- ◆ Data Collection Tips
- ◆ Evaluation Resources
 - ◆ https://www.bscc.ca.gov/s_evaluationresources/

LOCATION OF GRANT RESOURCES

ARG Cohort 4 BSCC Webpage

ARG Cohort 4 Grants

Cohort 4 Grantees

Grant Resources

RFP, ESC & Scoring Panel

ARG Cohort 4 Invoice Training Webinar - Recording

Grantee Orientation Recordings

Day 1 - Grantee Orientation

Day 2 - Grantee Orientation

Grantee Orientation Presentations

- Administrative Responsibilities
- Budget Modifications
- Desk Reviews

Webpage Link:

https://www.bscc.ca.gov/s_argrant/

- Located on the **Grant Resources** tab, under **ARG Cohort 4 Grant**

QUESTIONS

Q&A Session

- ◆ **Open discussion** for any remaining questions
→ *check zoom **chat** for questions*

Questions after this webinar? Email us anytime!

- ARGCohort4@bscc.ca.gov