

PROPOSAL EVALUATION WORKSHEET

Evaluation is the collection of information about a program in a systematic and defined manner to demonstrate success, identify areas for improvement, and share lessons learned. All proposals must complete three Evaluation Worksheets. The worksheets will be completed on a Quarterly and Annual basis to track progress of your project against stated work in your contract.

- Part 1: County Defined Metrics: These are standardized metrics required of each project. Metrics may vary by Priority Area and/or types of services offered. Specific Instructions will be provided on the Worksheet.
- Part 2: Project Defined Metrics: Each project will develop objectives and activities which will result in achieving outputs and outcomes that are unique to your project. Each project must include **three** project defined metrics in this section. At least **one** of the project defined metrics must be **outcome-based**.
- Part 3: Value-Based Component: Each project will be responsible for identifying at least ONE value-based component that your project will be required to achieve upon full execution of the contract.

INSTRUCTIONS:

Please read these steps carefully, as they will assist you in completing the Evaluation Worksheets. These worksheets follow a Logic Framework approach. Information flows from left to right within the table. Only complete sections of the Logic Framework that are applicable for your project type.

1. Carefully review the table of “**Definitions**” and become familiar with the terminologies used; examples are provided.
2. Provide a brief statement of the **Overall Project Goal / Scope of Work (Row A)** as it relates to the Project Design that was outlined within the RFP Project Description earlier in the application. This will stay the same across all Worksheets.
3. Define the project’s **SMART Objectives (Column B)** for reaching the desired program results.
4. Identify the project’s **Outcomes (Column C)** and the impacts made as a direct result from individuals participating in a program Activity. Outcomes may relate to behaviors, skills, knowledge, attitudes, values, or other changes that have occurred. If none, state N/A.
5. Define the project’s **Outputs (Column D)** or volume of work being produced to complete an Activity. If none, state N/A.
6. List the project **Activities (Column E)** that will be carried out to accomplish the Goal.
7. Determine if your project can establish a **Baseline (Column F)** to compare outcome-related measures against prior to services being offered. Note: this may not be applicable to all projects.
8. Specify what **Indicators (Column G)** the project will utilize to determine if an outcome has been achieved.
9. Identify desired **Target (Column H)** for the Outcome Indicator to reach. Please list only ONE.
10. List from where the project will obtain data in **Sources of Verification (Column I)**.

DEFINITIONS

Terminology	Definition	Example
Overall Project Goal / Scope of Work:	A broad statement or desired, longer-term, impact of a project. A project can have one or multiple <i>Goals</i> . Each <i>Goal</i> has one or multiple related specific <i>Objectives</i> that, if met, will collectively achieve its stated <i>Goal</i> .	Provide advanced in-person Crisis Intervention Training (CIT) to all personnel by year end 2022. Establish an annual CIT training and recertification program allowing new and existing personnel to maintain certification.
SMART Objectives	The <i>SMART Objectives</i> outline your project's strategy for reaching its desired program result. A program can have one or multiple <i>Objectives</i> . Specific, Measurable, Achievable, Realistic, Time-bound	<ul style="list-style-type: none"> • Provide initial CIT training to 700 personnel by 2022. • Establish a recertification process for CIT training by year-end 2023.
Outcome:	<i>Outcomes</i> can be in participant satisfaction; knowledge, attitude, skill; practice or behavior; overall problem; or a measure of return-on- investment or cost-benefit. Identify any measures that are “fidelity” measures for an evidence-based practice that occur as a result of an <i>Activity</i> .	<ul style="list-style-type: none"> • In relation to crisis interventions: reduce use of force; reduce number of arrests; reduce staff related injuries.
Output:	<i>Outputs</i> are the direct results of your <i>Activity</i> and are often short term and countable. <i>Outputs</i> are tangible products, services, and interventions which serve to achieve your <i>Goal</i> .	<ul style="list-style-type: none"> • Have 100% personnel attend training annually. (# served)
Activities:	Activities are actions taken, work performed, services provided, or tasks completed. Program <i>Activities</i> result in <i>Outputs and Outcomes</i> .	<ul style="list-style-type: none"> • Provide trainings • Administer pre and post surveys • Reach out to personnel directly who have not completed their recertification process.
Baseline:	The status of services or outcome-related measures <u>before</u> an intervention begins in which progress can be assessed or comparisons made against.	Prior to program implementation: <ul style="list-style-type: none"> • # of personnel who completed training. • # of training hours completed. • In relation to crisis interventions: use of force; # of arrests; # staff related injuries.
Indicators:	<i>Indicators</i> are quantitative or qualitative measurements which provide a reliable way to measure changes connected to an <i>Outcome or Output</i> . The purpose of an <i>Indicator</i> is to determine if an <i>Outcome or Output</i> has been achieved. Actual recorded data from a data source.	<ul style="list-style-type: none"> • Results from pre and post survey. • Class attendance and hours administered. • Data obtained from SouthSound911, CAD, and personnel self-report.
Targets:	<i>Targets</i> are the desired value or direction for progression for <i>Outcomes and Outputs</i> as shown by the <i>Indicators</i> .	<ul style="list-style-type: none"> • Provide training to 700 personnel. • In relation to crisis interventions: reduce use of force; reduce number of arrests; reduce staff related injuries by 25%.
Source(s) of Verification:	Describes the data source that will be used to check that the project has brought about changes as shown by <i>Indicators</i> and <i>Targets</i> . How and from where will data be collected?	Data will be obtained from: <ul style="list-style-type: none"> • Class attendance & hours administered. • SouthSound911, CAD, & personnel self-report. • Pre and post surveys measuring knowledge, attitude, and skills.

2022 NEW GRANT PROPOSAL EVALUATION WORKSHEET
PART 1: COUNTY DEFINED METRIC

EXAMPLE

AGENCY: ABC Police Academy PROJECT NAME: Policing 101 DATE: MM/DD/YYYY

A. Overall Project Goal / Scope of Work:	Provide advanced in-person Crisis Intervention Training (CIT) to all personnel by year end 2022. Establish an annual CIT training and recertification program allowing new and existing personnel to maintain certification.						
B. SMART Objectives	C. Outcomes	D. Outputs	E. Activities	F. Baseline (only if applicable)	G. Indicators	H. Target (only if applicable)	I. Source(s) of Verification
ABC Police Academy will collect demographic data on all persons receiving training throughout the duration of the grant performance period.	(Leave Blank)	# of Clients Served: # Medicaid Served: #Non-Medicaid Served: # of New Clients Episodes of Care: # Non-Medicaid Service Hours Provided: # Non-Medicaid Services: Non-Medicaid Service Types Provided: # of Medicaid Service Hours: Zip code: Referral Source: Health Insurance Type: Age Race Ethnicity Gender Housing Status Veteran Status Employment Status	Conduct surveys prior to training that will collect the data to generate the Outputs requested	No baseline data applicable to the Outputs requested.	Results from pre-surveys. (completeness)	No Targets applicable to the Outputs requested.	Data from personnel surveys. Data will be entered into StaffLogX90 database for tracking purposes.

2022 NEW GRANT PROPOSAL EVALUATION WORKSHEET
PART 2: PROJECT DEFINED METRICS

EXAMPLE

AGENCY: ABC Police Academy PROJECT NAME: Policing 101 DATE: MM/DD/YYYY

A. Overall Project Goal / Scope of Work:	Provide advanced in-person Crisis Intervention Training (CIT) to all personnel by year end 2022. Establish an annual CIT training and recertification program allowing new and existing personnel to maintain certification.						
B. SMART Objectives	C. Outcomes	D. Outputs	E. Activities	F. Baseline (only if applicable)	G. Indicators	H. Target (list ONE only)	I. Source(s) of Verification
Provide initial CIT to 700 personnel and new staff by 2022.	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> Have 100% personnel attend training annually. (# served) 	<ul style="list-style-type: none"> Provide trainings Take class attendance 	Prior to program implementation: # of personnel who completed training. # of training hours completed.	<ul style="list-style-type: none"> Class attendance and hours administered. 	<ul style="list-style-type: none"> Provide training to 700 personnel. 	<ul style="list-style-type: none"> Class attendance & hours administered.
Establish a recertification process for CIT by year-end 2023.	<ul style="list-style-type: none"> In relation to crisis interventions: reduce use of force; reduce number of arrests; reduce staff related injuries. 	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> Provide trainings Administer pre and post surveys 	Prior to program implementation; In relation to crisis interventions: # use of force # of arrests # staff related injuries.	<ul style="list-style-type: none"> Results from pre and post survey. Data obtained from SouthSound911, CAD, and personnel self-report. 	<ul style="list-style-type: none"> In relation to crisis interventions: reduce use of force; reduce number of arrests; reduce staff related injuries by 25%. 	<ul style="list-style-type: none"> SouthSound911, CAD, & personnel self-report. Pre and post surveys measuring knowledge, attitude, and skills.

2022 NEW GRANT PROPOSAL EVALUATION WORKSHEET
PART 3: VALUE-BASED COMPONENT

EXAMPLE

AGENCY: ABC Police Academy PROJECT NAME: Policing 101 DATE: MM/DD/YYYY

A. Overall Project Goal / Scope of Work:	Provide advanced in-person Crisis Intervention Training (CIT) to all personnel by year end 2022. Establish an annual CIT training and recertification program allowing new and existing personnel to maintain certification.						
B. SMART Objective	C. Outcomes	D. Outputs	E. Activities	F. Baseline (only if applicable)	G. Indicators	H. Target (list ONE only)	I. Source(s) of Verification
All personnel will complete CIT on an annual basis.	<ul style="list-style-type: none"> n/a 	<ul style="list-style-type: none"> # of staff who completed trainings # of training hours # of trainings hosted 	<ul style="list-style-type: none"> Provide trainings Track # of trainings provided Track # of hours of training provided Reach out to personnel directly who have not completed their recertification process. 	<ul style="list-style-type: none"> # of personal in agency # of personnel who completed CIT training. 	<ul style="list-style-type: none"> Class attendance records # of training hours administered. 	<ul style="list-style-type: none"> 100% personnel complete CIT training annually. 	<ul style="list-style-type: none"> Class attendance records # of training hours administered. <p>Data will be entered into StaffLogX90 database for tracking purposes.</p>

2022 NEW GRANT PROPOSAL EVALUATION WORKSHEET
PART 1: COUNTY DEFINED METRIC

AGENCY: _____ **PROJECT NAME:** _____ **DATE:** _____

Instructions: Fill-in bracketed or blank information. This should be specific to your program.

A. Overall Project Goal / Scope of Work:							
B. SMART Objectives	C. Outcomes	D. Outputs <small>(as applicable to project)</small>	E. Activities	F. Baseline <small>(only if applicable)</small>	G. Indicators	H. Target <small>(only if applicable)</small>	I. Source(s) of Verification
will collect demographic data on all persons receiving throughout the duration of the grant performance period.	(Leave Blank)	# of Clients Served: # Medicaid Served: #Non-Medicaid Served: # of New Clients Episodes of Care: # Non-Medicaid Service Hours Provided: # Non-Medicaid Services: Non-Medicaid Service Types Provided: # of Medicaid Service Hours: Zip code: Referral Source: Health Insurance Type: Age Race Ethnicity Gender Housing Status Veteran Status Employment Status					

2022 NEW GRANT PROPOSAL EVALUATION WORKSHEET
PART 3: VALUE-BASED COMPONENT

AGENCY: _____ **PROJECT NAME:** _____ **DATE:** _____

A. Overall Project Goal / Scope of Work:							
B. SMART Objective	C. Outcomes	D. Outputs	E. Activities	F. Baseline (only if applicable)	G. Indicators	H. Target (list ONE per objective)	I. Source(s) of Verification