



Earmark Grant Evaluation



The Evaluation Process

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Evaluation Requirement for Earmark Grants

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Planning the Evaluation

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Specific Requirements for Earmark Grant evaluations





The Evaluation Requirement for Earmark Grants





Each Grantee:

- **Submits an evaluation plan as part of the grant proposal**
- **Submits evaluation reports within prescribed timeframe after completion of project**
- **Can use the evaluation template as a guide**





Program Evaluation is:

- **The systematic collection of information about the performance measures/outcomes**
- **Used to make decisions about organization's or program's:**
 - Effectiveness
 - Improvements





Evaluation is a mindset.....

- **We are all evaluators**
- **Evaluations are continuous**
- **Evaluation looks forward, not just backward**





Evaluation allows you to examine....

- What's working well
- What's not
- How to improve





Evaluation could require comparison

- **Of the same group over time**
 - Pre and post-tests
 - Trends in community-level data
- **Of two comparable groups**
 - At one point in time
 - Over time
- **Of your group to a larger group**
 - County compared to state





Benefits of Evaluation

- **Program description/Organizational improvement**
- **Accountability**
- **Planning**
- **Community Outreach**
- **Sustaining Programs**
- **Policy Decision Making (Part of overall WIA program improvements)**





Planning the Evaluation for Earmark Grants





Planning the Evaluation

- **Who conducts the evaluation?**
 - Internal or External
 - - Size of grant
 - - Nature of grant
 - - Participant involvement
- **When do you evaluate?**
 - Beginning – Interim - End
 - Internal or External
- **Level of Effort?**
 - Minimum requirements





Six Major Steps in Evaluation Process

2. Establish measures

1. Project Goals

3. Collect data

4. Analyze data

5. Prepare reports

6. Improvements





Step 1: Project Goals

- **How to set goals**
 - What are you trying to accomplish?
 - What is the difference between the current state of affairs and what you are trying to create?
- **Example of a goal statement:**
 - *The number of participants who complete training by the end of the grant period divided by the total number of participant enrolled in the grant will be 80% of those enrolled.*





Project Goals (cont.)

- **Are the expected outcomes realistic?**
- **Will resources support the projected goals?**
- **Are appropriate partners on board?**
- **Are required staff on board with the right skills?**





Step 2: Establish Measures

- **Determine performance measures**
 - Must be quantifiable
 - Data must be available, reliable, and valid
- **Examples of measures:**
 - *Activity: Training sessions*
 - *Output: Training completers*
 - *Outcome: Attainment of degree or credential gains*
 - *Impact: Stronger local workforce*





Step 3: Collect Data

- **Identify data sources, such as:**
 - Administrative records
 - Surveys, Focus groups
 - Interviews, Observations
- **Gather data**
 - Design the instruments and procedures for collection.
 - Conduct data collection periodically.
- **Record data**
 - Organize data.
 - Create database.
 - Verify data





Step 4: Analyze and Interpret Data

- **Organize data for interpretation**
- **Conduct data analysis to look for:**
 - Progress relative to goals or standards
 - Changes over time
 - Differences among participant groups (as appropriate)





Step 5: Prepare Reports

- Determine reporting due dates
- Draft preliminary findings for review
- Finalize Report





Step 6: Improvements

- **Facilitate strategic and operational planning.**
- **Improve processes and results for overall WIA programs and goals.**





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Specific Requirements for Earmark Grant Evaluations





Use the DOL Tools

- ***The Essential Guide for Writing an Earmark Grant Proposal***
(April, 2008)
- ***Evaluation Template for Earmark Grantees***
(June 29, 2007)





Completing Evaluation Report

- **Focus on the Evaluation Characteristics and Data Collection Format**
 - Was evaluation outsourced evaluation or done in-house
 - What data was collected?
 - How was the data used to evaluate the performance of the grant program?





Questions?

