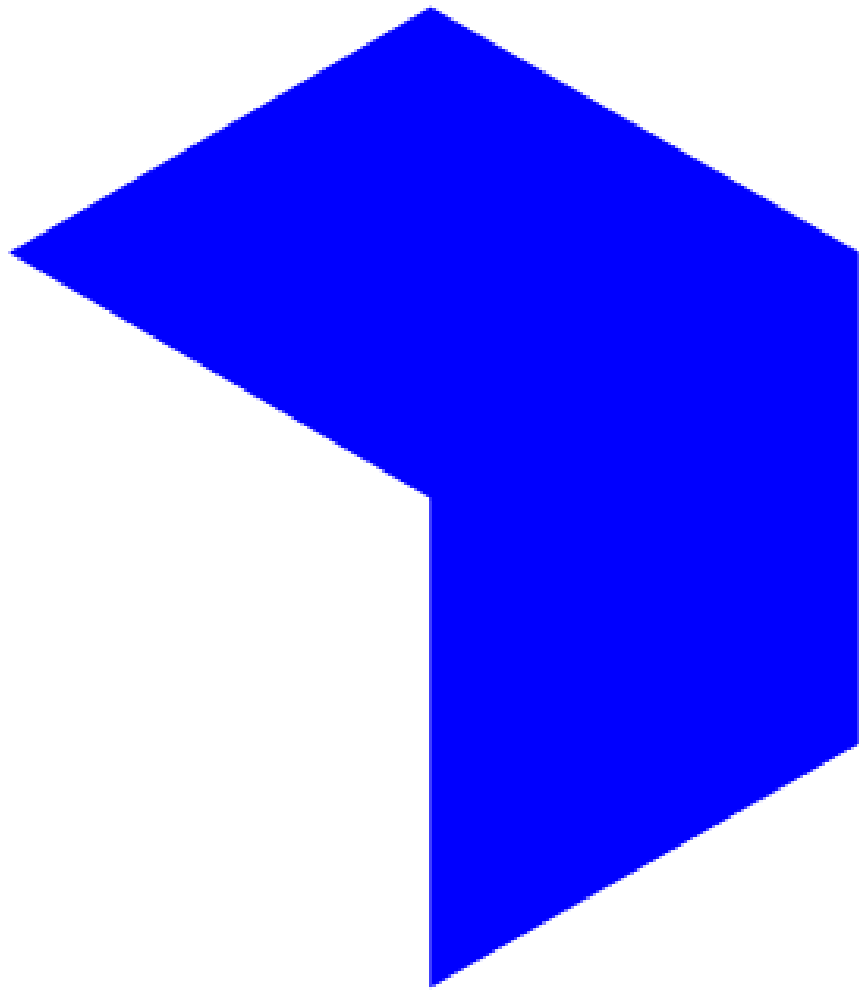


# LC6 - Rigorous Evaluation Leadership & Expertise

## Certification Guide



## What is this document for?

To help your city achieve LC6, we have compiled a guiding list of goals, considerations, and resources. It is a starting point and reference guide for identifying ways to satisfy LC6 within your government's structures and priorities. This document is NOT what is submitted for certification.

## What does it mean to meet LC6?

Your local government has a designated leader and/or team responsible for ensuring departments conduct rigorous evaluations (e.g., process, experimental, or quasi-experimental). Specifically, your local government **must meet the following**:

- **LC6.1:** Your local government has a city-wide evaluation working group or at least one senior individual responsible for conducting evaluations. .
- **LC6.2:** Your local government has access to an external partner or specialized in-house skills to support high-quality evaluations.

### Requested validation during the assessment for “Yes” responses:

- Documentation of internal support:
  - Names of relevant staff and their roles and responsibilities.
  - Internal guidance for accessing evaluation support, such as Intake form, process documentation or internal facing guidance for departments to access rigorous evaluation support.
- Documentation of external support:
  - Summary of the relationship between your local government and external evaluation partners.
  - Description of the process for partnering with external partners, such as guidance for writing evaluation RFPs
  - 2 or more evaluation RFPs that have been posted in the past year.

## Why should my city meet LC6?

Evaluation leads help champion evaluation work throughout the organization and connect interested skills/capacity to evaluation opportunities.



### Not sure how to establish city-wide evaluation commitments?

Check out the ["Develop Strong Partnerships"](#) section on [BIT's Evaluation Resource Hub!](#)



### Want to stay in the know of WWC events and resources and connect with other evaluation-minded cities?

Once you submit the WWC Certification Assessment, join the [WWC Community Forum](#) for new resources and future opportunities!

## What needs to be submitted to meet LC6?

- For LC6.1:** Names of relevant staff and their roles and responsibilities. Designated team members should be in a senior position in a centralized office and able to clearly articulate the role they play in your local government's rigorous evaluation efforts. Organizational charts and job descriptions could suffice, **AND**
- For LC6.2:** Either
  - An intake form, process documentation, or internal facing guidance for departments to access rigorous evaluation support (either internally or externally, via relationships with academics or other partners.) A documented process that departments utilize to receive evaluation support from experts within or outside your local government. Process documents should inform departments how to determine which projects are best suited for rigorous evaluation, **OR**
  - A brief summary of relationship with external evaluation partner or of process for partnering with external evaluators.

# How can my city meet LC6?

We'd suggest you reflect on the goals and considerations below to identify what evaluation should look like in your city. Please note that a city doesn't need to develop or provide this full set of documentation to satisfy LC6; it is a "menu" of approaches and documentation options.

Goal	Considerations	Resources & Examples to Meet Goal
<p><b>Designate a person or group responsible for evaluation</b></p>	<ul style="list-style-type: none"> <li>• Is there already a person or team(s) who conducts data analysis and/or evaluations in your city?</li> <li>• Is there a defined process in your city for identifying and running evaluations?</li> <li>• Are there any senior staff with decision-making power that coordinates evaluation efforts in the government?</li> <li>• Has an external organization conducted analysis and evaluation projects for the City government? Is this an ongoing relationship?</li> </ul>	<p>Approval memo, meeting minutes, citywide announcements, etc. that formalize an evaluation function.</p> <ul style="list-style-type: none"> <li>→ <a href="#">Introduction to the Evaluation Function</a></li> <li>→ <a href="#">Worksheet for creating evaluation roles</a></li> <li>→ <a href="#">Evaluation Function Structure Example</a></li> <li>→ <a href="#">Evaluation Function Roadmap</a></li> <li>→ <a href="#">Evaluation Function Charter Template</a></li> </ul> <p>Documents that support the creation of an Evaluation Team and/or an Evaluation Working Group.</p> <ul style="list-style-type: none"> <li>→ <a href="#">Introduction to the Evaluation Function</a></li> <li>→ <a href="#">Evaluation Function Charter Template</a></li> <li>→ Evaluation Function Charter Examples (<a href="#">Generic</a>, <a href="#">Rochester</a>)</li> </ul> <p>Updating job descriptions to include analysis and evaluation responsibilities.</p> <ul style="list-style-type: none"> <li>→ <a href="#">Job description example</a></li> </ul> <p>Updating citywide organizational charts to reflect any evaluation roles.</p> <p>Documentation of relationships with any external organizations conducting evaluations, such as contracts, reports, and memorandums of understanding.<sup>1</sup></p>

<sup>1</sup> Note: Work with BIT and other WWC affiliates does not satisfy this requirement.

Goal	Considerations	Resources & Examples to Meet Goal
<p><b>Align personnel responsibilities to new or existing evaluation processes</b></p>	<ul style="list-style-type: none"> <li>• Do you have or plan to create a process for requesting evaluation (see EVAL 2)? If so, designate a specific person to oversee this process.</li> <li>• Is someone responsible for conducting evaluation training or can you create this role? If so, document this responsibility.</li> <li>• Are you actively working to recruit and hire evaluation team members?</li> </ul>	<p>Citywide resource (intranet site, shared file/ folder) or an announcement that outlines those who are responsible for evaluation processes and procedures.</p> <p>Recruitment/screening guidance for hiring evaluation team members  → <a href="#">Example of recruitment and interview guide</a></p>
<p><b>Establish a process for working with the evaluation leader or team</b></p>	<ul style="list-style-type: none"> <li>• Do you have a process for collecting evaluation proposals from departments?</li> <li>• Do you have a way to document potential future evaluation projects?</li> </ul>	<p>Establishing a process for people to submit evaluation ideas can allow you to source projects from throughout the city. You can get general information or get into finer details that help you start to assess feasibility.  → <a href="#">Eval Scoping Worksheet</a></p> <p>A comprehensive citywide repository to catalog a list of evaluation prospects that the city will endeavor to pursue.  → <a href="#">Evaluation Agenda Template</a>  → <a href="#">Evaluation Agenda Example (Rochester)</a></p>