TEMPLATE FOR
PROGRAM EVALUATION TOPIC PROPOSAL
FOR EXECUTIVE COMMITTEE CONSIDERATION

Note: After discussing with your standing committee and any other relevant parties, please submit your proposal to Lisa MacKinnon, Sustainability and Program Evaluation Coordinator in the Office of the County Board, at MacKinnon.Lisa@danecounty.gov. It will be shared with the County Board Chair and Executive Committee for discussion and consideration. PROPOSAL SUBMISSION DEADLINE: By the end of October.

Please provide information for each of the following sections in order to develop your program evaluation proposal. Take as much space as you need and feel free to provide additional resources if you think they will be helpful to understanding the program evaluation proposal.

1) **TOPIC OF THE PROGRAM EVALUATION**
   [Provide a clear statement of the issue that this program evaluation intends to address.]

2) **SCOPE OF THE PROGRAM EVALUATION**
   [Which programs, functions, policies, departments will be affected and involved?]
   Note: Please consider consulting with the relevant standing committee and affected departments on your proposal as they could provide insight into critical operational details that might affect the success of the proposed program evaluation.]

3) **ANTICIPATED IMPACTS**
   [What are you trying to accomplish through this proposed program evaluation? What are the anticipated potential benefits to Dane County government of doing the evaluation? Are there current questions or concerns you would like this program evaluation to address? What will this information ideally help the County Board do within its jurisdiction?]

4) **DESIRED TIMELINE/ BUDGET TIMING**
   [Please indicate whether you seek a report and recommendations from the program evaluation to influence the next year's budget period or whether there is a longer timeline. Note: RFPs for program evaluations must go out by early January at the latest in order to yield information in time to inform the next year's budget. For more complex evaluation topics and proposals, the process may take longer.]