Key PB Metrics Research Instruments and Evaluation Timeline

This part of the toolkit includes a set of *research instruments* to support local evaluations and to facilitate the collection of data that address the key PB metrics. To create these instruments, Public Agenda and PBP adapted surveys originally developed and used by local evaluators in various PB sites across North America. The Key PB Metrics Research Instruments are the following:

1. _Idea Collection Participant Survey Template_
2. _Voter Survey Template_
3. _Questionnaire for Evaluators and Implementers_

The idea collection participant and voter survey templates contain several questions for which local evaluators may need to adapt wording or fill in blanks to reflect the specifics of the PB process(es) they are evaluating; for instance, the question on whether participants voted in the most recent local election may be adapted to spell out more concretely which election the question refers to. We have highlighted in the templates where survey questions may need to be adapted before use.

If you have questions or require support in adapting these documents for your local context, please contact Chloe, Carolin or David at Public Agenda at research@publicagenda.org or 212-686-6610, extension 143.

For more a detailed description of the 15 Key PB Metrics on which these instruments are based, go to http://www.publicagenda.org/pages/participatory-budgeting-research-and-evaluation.

A Suggested PB Evaluation Timeline

Ideally, evaluation and data collection activities are integrated into each of the main phases of a PB process. Below is a timeline that illustrates when information about specific aspects of the PB process is best collected. The evaluation portion of the timeline focuses on data that directly inform the key PB metrics. Local evaluators may find it helpful to adapt this timeline to reflect additional or other evaluation objectives and data collection goals they may have.

IMPLEMENTATION PHASE

EVALUATION COMPONENTS

Planning:

Implementers define process goals, write or revise the process Rulebook and establish roles and responsibilities.

- Questionnaire for Evaluators and Implementers:
  - Steering Committee, or not
  - List of community-based organizations (CBOs) on Steering Committee (if applicable)
  - Dollar amount allocated for PB projects
  - Name and size of the source budget for PB
  - How the money can be spent / project eligibility criteria

Idea collection:

In large community meetings and online, residents learn about the available budget funds, brainstorm initial spending ideas and volunteer as budget delegates.

- Questionnaire for Evaluators and Implementers:
  - Number and types of idea collection events that took place, including mobile and online
  - Number of participants/attendees, in person and online
  - Outreach methods
  - List of CBOs officially helping with outreach
- Idea Collection Participant Surveys:
  - Q: How did you hear about today's assembly?
  - Prior civic engagement
  - Prior involvement with PB
  - Voted or not in most recent local election

Proposal development:

Delegates meet in committees to review project ideas, consult with technical experts, develop full project proposals and prepare project posters and presentations.

- Questionnaire for Evaluators and Implementers:
  - Opportunity to volunteer as a budget delegate, or not
  - Number of active budget delegates (if applicable)
  - List of budget delegates committees formed (if applicable)

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IMPLEMENTATION PHASE	EVALUATION COMPONENTS

Vote:

The public votes for which projects to fund, and the winning projects get added to the budget.

- Questionnaire for Evaluators and Implementers:
  - Voting eligibility criteria for the process
  - Number of regular and mobile voting sites
  - Online voting, or not
  - Number of days the voting period lasted
  - Number of ballots cast (in person and online)
  - Outreach methods
  - List of CBOs that officially helped with outreach
- Voter Surveys:
  - Q: How did you hear about today's vote?
  - Prior civic engagement
  - Prior voting in PB
  - Voted or not in most recent local election
  - Race/Ethnicity, Age, Gender, Income, Education

Project implementation:

The government funds the winning projects.

- Questionnaire for Evaluators and Implementers:
  - Number of days or months the whole process lasted
  - List any project or projects identified or developed through the PB process that received funding from other sources than the money allocated to PB
  - List of CBOs responsible for implementing projects
  - Estimate of the total dollar amount spent by government on: technical assistance; organizing help; IT services; space, food, materials, transportation to events; etc.
  - Estimate of number of government staffers who worked on PB and the total number of hours worked

See also: Library of Additional PB Research Instruments

For evaluators who are interested in further data collection, such as conducting qualitative interviews with participants and observing meetings, we have compiled a selection of additional research instrument templates. These instruments have been used previously in PB evaluations in the U.S. They do not directly inform the key PB metrics, but local evaluators may find them useful as they develop additional research questions. This *Library of Additional PB Research Instruments* currently includes *additional demographic questions for participant surveys, sample budget delegate surveys, qualitative interview guides* and *sample meeting observation sheets*.

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