

Watershed Technical Assistance Projects

Type 2 Implementation

Grant Application Evaluation Worksheet

February 2008

Project # _____ Applicant: _____

Amount Requested from OWEB: \$ _____ *Your Name: _____

THRESHOLD QUESTIONS (All answers must be “Yes” for the project to be eligible). In general, the application/project:

- Yes No Is it complete enough to review?
- Yes No Does the project meet the definitions used for technical assistance in the announcement?

INSTRUCTIONS. The application evaluation is divided into two sections: Project Activity Criteria and Administrative and Fiscal Criteria. Information on where the answer to each question can be found is shown in parentheses. Write comments, as appropriate. **Assign a score for each question within the range provided in the final column, with a higher score representing a better answer.** When you have rated each question, add the scores for a subtotal for each section.

PROJECT ACTIVITY CRITERIA (Refer to Section III for all questions below)	COMMENTS	SCORE
1. The application (a) adequately describes the problem and (b) addresses a specific watershed priority(ies) and/or limiting factor(s)?		(a) 0-10 (b) 0-10
2. The application clearly describes the (a) project to be developed, (b) how specific sites or activities were selected, and (c) identifies what type of analysis will be conducted.		(a) 0-10 (b) 0-10 (c) 0-10
3. The application clearly identifies what (a) technical assistance expertise is needed and (b) how the technical assistance provider will be selected.		(a) 0-10 (b) 0-10
4. The application clearly identifies (a) who will provide guidance and supervision to the technical assistance provider and (b) how the guidance and supervision will be ensured.		(a) 0-10 (b) 0-10
5. The application clearly describes the technical review and design criteria that will be used to determine project success.		(a) 0-20
6. The application identifies (a) specific results expected from the completed technical assistance and (b) identifies a timeline for future action(s).		(a) 0-10 (b) 0-10

ADMIN & FISCAL CRITERIA	COMMENTS	SCORE
1. The budget (a) shows sufficient detail for all categories and (b) unit quantities and costs appear to be reasonable, appropriate, and consistent with local market rates. (Budget Page and Sec. III, #R3)		(a) 0-10 (b) 0-20
2. The budget shows reasonable costs for (a) personnel and (b) fiscal administration. (Budget Page and Sec. III, #R3)		(a) 0-10 (b) 0-10
3. The project has appropriate levels of involvement and support from the right parties and partners. (Sec. II, #4)		0-10
4. The applicant has sought at least 25% match (Match Form).		0-10
5. Based on any experience or information you may have, the applicant's past performance indicates the likelihood that the project will be completed as proposed.		0-20
TOTAL		0-220

* Your written evaluation will remain confidential. However, we will collect all your evaluations at the end of the review session.

SCORING GUIDE

- 178 - 220 = High (Fund)
- 133 - 177 = Medium High (Generally a Fund)
- 88 - 132 = Medium (Possibly a Fund)
- 43 - 87 = Medium Low (Generally a No Fund)
- 0 - 42 = Low (No Fund)

OVERALL EVALUATION (Describe the MAIN strengths and weaknesses of the proposal, and include any recommendations for funding with conditions):
