

The Grant Manager's & Grantee's Abbreviated Guide to Project Assessment and Evaluation Plan (PAEP) Approval

List of Required Elements:

- ✓ Title Page
- ✓ Signature Page
- ✓ Distribution List, as needed
- ✓ Project Summary Section with applicable project information
- ✓ Table of Work Items and Associated Project Activity Categories
- ✓ List of Goals
- ✓ List of Desired Outcomes
- ✓ PAEP Summary Table

1. Can project goals be met within the timeframe of the project (Grantee may have additional goals that extend beyond the grant term) and are chosen targets suitable in evaluating whether or not goals and desired outcomes can be achieved?
2. Is the summary table as a whole SMART (i.e., specific, measurable, achievable/agreeable, realistic/relevant, and trackable/time-bound) and do the goals enable you to determine who will do what, how, and by when?
3. Are all goals and desired outcomes in each activity category adequately described as work items in the grant agreement?
4. Are all outcome indicators and targets directly linked to goals and desired outcomes?
5. Are all outcome indicators comprised of measures or data that can demonstrate an improvement in environmental condition, awareness, knowledge, or reduction of a human-induced stressor (e.g. pollution, invasive species, habitat alteration, etc.)?
 - Ask yourself: What type? How many? What extent? With what? Relative to what? How much uncertainty can I tolerate?
6. Are all output indicators comprised of “widgets” or “beans” that can be counted as a result of work done that shows effort?
7. Is there a description of both the tools and methods used that are applicable to all the outcome indicators and targets listed for each goal?
8. Are the targets reasonable for the work being done and the timeframe set to achieve the goals?
9. Can the PAEP summary tables be easily used in conjunction with the Table of Items for Review to track progress, anticipate delays, or required timeline adjustments, and modify your approach to meet targets?
10. Are all approvals and sign-offs in place from the Project Director and Grant Manager (signed and dated hard copy of final PAEP, e-mail notification of approved planning documents with final electronic copies.)

Project Activity Categories

- Planning, Research, Monitoring, and Assessment
- Education, Outreach, and Capacity-Building
- Habitat Restoration
- Pollutant Load Reduction
- Water Conservation, Supply Reliability Enhancement, and Recycling
- Flood Attenuation and Floodplain Protection

For More information visit the website:

http://www.waterboards.ca.gov/water_issues/programs/grants_loans/paep/index.shtml

(Revised August 14, 2008)

Table 1
Type Category Here
TYPE PROJECT TITLE HERE

Project Goals	Desired Outcomes	Output Indicators	Outcome Indicators	Measurement Tools and Methods	Targets
<p>1. Who, what, by when, & how?</p>	<p>1. What do you want by the end of your project?</p> <p>The desired outcome should be achievable, measurable, and as tangible as possible.</p> <p>The desired outcome should be able to be met by reaching your goal stated.</p> <p>However, you may have multiple desired outcomes per goal.</p>	<p>1. <u>What things will be produced</u> as a result of working toward your goal?</p> <p>And what are your measurement units for <u>measuring these things produced</u>?</p> <p>The units should be general quantitative units of <u>output</u>.</p> <p>Output Indicators can be an indirect measure of your goal.</p>	<p>1. What quality, social behavioral or environmental condition, will be <u>changed</u> to indicate that the goal will be met?</p> <p>And what are the general measurement units for <u>measuring these changes</u>?</p> <p>Outcome Indicators should be units to measure your goal directly.</p>	<p>1. <u>Tools</u>- What will you use as a ruler to measure the target?</p> <p>2. <u>Methods</u>-</p> <p>-What is the name of the scientific method being used?</p> <p>-Can it be sited from somewhere or explained?</p> <p>-Will it be in your QAPP or Monitoring Plan?</p>	<p>1. What is the specific measurement you would like to reach by the end of your goal deadline, that will indicate you have reached your desired outcome?</p> <p><i>Note: The measurement units should match the measurement units stated in the <u>Outcome Indicator Column</u>, & be measured using the tool & method stated in the <u>Measurement Tools & Methods column</u>.</i></p> <p>There may be multiple targets for each goal & desired outcome.</p>
<p>2. Who, what, by when, & how?</p>	<p>1. What do you want by the end of your project?</p> <p>The desired outcome should be achievable, measurable, and as tangible as possible.</p> <p>The desired outcome should be able to be met by reaching your goal stated.</p> <p>However, you may have multiple desired outcomes per goal</p>	<p>1. <u>What things will be produced</u> as a result of working toward your goal?</p> <p>And what are your measurement units for <u>measuring these things produced</u>?</p> <p>The units should be general quantitative units of <u>output</u>.</p> <p>Output Indicators can be an indirect measure of your goal.</p>	<p>1. What quality, social behavioral or environmental condition, will be <u>changed</u> to indicate that the goal will be met?</p> <p>And what are the general measurement units for <u>measuring these changes</u>?</p> <p>Outcome Indicators should be units to measure your goal directly.</p>	<p>1. <u>Tools</u>- What will you use as a ruler to measure the target?</p> <p>2. <u>Methods</u></p> <p>-What is the name of the scientific method being used?</p> <p>-Can it be sited from somewhere or explained?</p> <p>-Will it be in your QAPP or Monitoring Plan?</p>	<p>1. What is the specific measurement you would like to reach by the end of your goal deadline, that will indicate you have reached your desired outcome?</p> <p><i>Note: The measurement units should match the measurement units stated in the <u>Outcome Indicator Column</u>, & be measured using the tool & method stated in the <u>Measurement Tools & Methods column</u>.</i></p> <p>There may be multiple targets for each goal & desired outcome.</p>