

Evaluation Worksheet for Information & Education Project Pre-Proposals

Project Name: _____

The purpose of the pre-proposal review is to: 1) determine if the proposed actions are applicable for addressing the identified NPS pollution concerns or a statewide priority NPS pollution issue; 2) evaluate if the project is consistent with the goals of the NPS Pollution Management Program; and 3) recommend the extent of Section 319 funding for the project. A fourth component of the review process is to provide written comments on steps that should be taken to strengthen the project plan to prepare it for final review and funding consideration.

Statement of Need

- | | |
|--|--------|
| 1) Is the educational message focused on water quality issues associated with NPS pollution? | Yes/No |
| 2) Is the focus of the project consistent with the educational goals and objectives of the ND NPS Pollution Management Program? | Yes/No |
| 3) Will the educational message help fill an educational need or strengthen/compliment other local or statewide educational projects addressing NPS pollution? | Yes/No |
| 4) Is the primary target audience appropriate? | Yes/No |

Provide comments to improve/clarify the statement of need: _____

Goals, Objectives, and Tasks

Score

- | | |
|---|--------|
| 1) Is the goal consistent with the NPS pollution issues and educational focus described in the Statement of Need section? | Yes/No |
| 2) Is the proposed level and type of technical support appropriate for the size and scope of the project? | Yes/No |
| 3) Do the Objective Statements include realistic and measurable targets to be achieved through the educational programs and activities? | Yes/No |
| 4) Are the Tasks for each Objective clearly stated and focused on the target set for the Objective? | Yes/No |
| 5) Are the type and number of planned educational activities appropriate and attainable? | Yes/No |
| 6) Are the delivery methods for the educational message appropriate? | Yes/No |

Provide comments to improve/clarify the goals, objectives and tasks: _____

Coordination

- | | |
|--|--------|
| 1) Are the appropriate partners involved in the project? If not, provide suggestions for other entities that should be involved. | Yes/No |
|--|--------|

2) Will the project be working with other projects or programs with similar goals (e.g., Extension Service, Schools, other 319 projects, Universities, etc.) to avoid duplication of efforts? Yes/No

3) Has the extent of local support been described or confirmed through feedback from potential partners and participants or support letters (sources of letters can be listed or the letters can be attached)? Yes/No

Provide comments to improve/clarify project coordination: _____

Monitoring and Evaluation

1) Have sufficient measures been scheduled to evaluate or gauge progress toward the targets set in the project's goals and objectives? Yes/No

2) Are the evaluation methods appropriate for the target audience and type of educational events? Yes/No

Provide comments to improve/clarify project monitoring and evaluation: _____

Budget

1) Does the Part 1 Budget Table include sufficient State/Local Match to match the Section 319 funds being requested? [Note: A 60% Section 319/40% State/Local Match matching ratio is required] Yes/No

2) Are the costs listed in the Part 2 Budget reasonable and appropriate, given the activities described in the project's objectives and tasks? Yes/No

Provide comments to improve/clarify the budget information: _____

Task Force Member Recommendations

1) Based on the information in the project proposal, are the goals of the project consistent with the goals of the ND NPS Pollution Management Program? Yes/No

Provide recommendations to strengthen consistency with Program goals: _____

2) At what level should the project be funded? (a) Fully Fund; (b) Partially Fund; (c) Do Not Fund

Additional Recommendations: _____

