Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAAST PIN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Project Assessment and Evaluation Plan (PAEP)** |

All grant recipients are required to prepare a Project Assessment and Evaluation Plan (PAEP). Grantees must submit an updated PAEP after the grant agreement is executed and make annual updates thereafter for the term of the agreement. The purpose of a PAEP is to summarize project goals and desired outcomes and demonstrate how project performance will be assessed, evaluated, and reported during the execution period of the grant agreement through the useful life of the project. At a minimum, the PAEP must address the metrics of success that the applicant will use to evaluate project effectiveness (see Attachment 6).

In this attachment, the applicant should:

1. Discuss how the proposed monitoring is adequate to evaluate the desired outcomes of the project goals using output/outcome indicators. Identify specific measurement tools and methods that will be used to effectively monitor and document project performance and target progress towards achieving project goals. Identify targets or benchmarks against which success can be measured during the life of the project. See Table 1 as an example.
2. Discuss the proposed data collection and monitoring that will be conducted for the project (e.g., type of monitoring activities, parameters, and frequency of monitoring). Describe if the proposed project includes any data collection, management, or reporting that may currently or in the future overlap or supplement the provisions or requirements of existing groundwater management plans and other regulatory orders or requirements.
3. Discuss how that data will be managed, stored and maintained for the long-term. Applicants should be prepared to provide data when requested in the future by regulatory agencies or other public agencies. Depending on grant funds received, some applicants may be requested to report all groundwater quality data that is generated on GeoTracker, Groundwater Ambient Monitoring & Assessment (GAMA) and report other applicable data (e.g., surface water quality data) in the California Environmental Data Exchange Network (CEDEN) throughout the useful life of project. Applicants should assure that the quality of information and data collected is accurate, complete, and auditable and should develop and implement a Quality Assurance Project Plan. If applicable, describe the methods and procedures that would be implemented to accurately track, maintain, and store information on the population or percentage of a disadvantaged community (DAC) or economically distressed area (EDA) that would benefit from the project.

Table 1 below provides assistance to applicants in preparing and implementing a PAEP; it is a practical guide for evaluation of project performance.

**Project Assessment and Evaluation Plan (PAEP) Table**

1. **Project Performance Measures Table.** Table 1 should be used to guide the identification of appropriate performance measures for the project. Use the following guidance when completing table for the proposed project:

* Project Goals: Identify the project goals as they relate to activities or items outlined in the application (e.g., cleanup or prevent groundwater contamination that is used as a drinking water source);
* Desired Outcomes: Identify measurable results that are expected to be achieved by implementing project activities consistent with the specified goals (e.g., provide additional drinking water to the community);
* Output Indicators: Identify the indicators for specific activities that will be used to track progress towards achieving the project goal and desired outcome;
* Outcome Indicators: Identify the indicators that will be used to measure effectiveness in achieving the desired outcomes or results;
* Measurement Tools and Methods: Identify the proposed tools and methods used in documenting project performance; and
* Targets: Identify the metrics of success applicable to your project, as well as any other benchmarks or metrics that will be used to evaluate project performance and whether project goals have been met.

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