

APPENDIX E

PREPARING PROJECT ASSESSMENT AND EVALUATION PLANS

I. PURPOSE

The purpose of this Appendix is to provide background information on Project Assessment and Evaluation Plans (PAEPs) and the Project Performance Measures Tables.

II. BACKGROUND

Monitoring, assessment, and performance measures must be designed so that the State Water Resources Control Board (State Water Board) can ensure that the projects meet their intended goals, achieve measurable outcomes, and provide value to the State of California. The State Water Board requires that all grant funded projects monitor and report project performance with respect to the stated benefits or objectives identified in the Proposal. **Applicants are required to prepare and submit Project Performance Measures Tables, specific to their proposed project, as part of the Full Proposal submittal.** As part of the grant agreement, all grantees must prepare a PAEP, which will include the performance measures tables. Guidance and tools for preparing a PAEP and the accompanying Project Performance Measures Tables can be found on our website (http://www.waterboards.ca.gov/water_issues/programs/grants_loans/paep/index.shtml).

The goals of a PAEP are to:

- ❖ Provide a framework for assessment and evaluation of project performance;
- ❖ Identify measures that can be used to monitor progress towards achieving project goals and desired outcomes;
- ❖ Provide a tool for grantees and grant managers to monitor and measure project progress and guide final project performance reporting that will fulfill the grant agreement requirements;
- ❖ Provide information to help improve current and future projects; and
- ❖ Quantify the value of public expenditures to achieve environmental results.

Many projects include multiple activities that will require measurement of several parameters to evaluate overall project performance. Successful applicants must be prepared to demonstrate the success of the project through the development and measurement of the appropriate metrics. These metrics may include water quality measurements; measurement-based estimates of pollution load reductions; acres of habitat restored; feet of stream channel stabilized; additional water supply; improved water supply reliability and flexibility; groundwater level measurements; stream flow measurements; or other quantitative measures or indicators. These and other measures and/or indicators should be selected to fit the performance evaluation needs of the Project.

III. PROJECT PERFORMANCE MEASURES TABLES

Project Performance Measures Tables must be submitted as part of the Full Proposal. Applicants may be required to complete multiple Performance Measures Tables depending on what types of activities are proposed. A Project Performance Measures Table should be submitted for each project included in the proposal. Use the following guidance when completing tables for a project:

Project Goals:	Identify the project goals as they relate to activities or items outlined in the proposal/grant agreement.
Desired Project Outcomes:	Identify the measurable results that the project expects to achieve by implementing project activities consistent with the specified goals.
Project Performance Measures:	Appropriate project performance measures that include: (1) Output Indicators representing measures to efficiently track outputs (activities, products, or deliverables); and (2) Outcome Indicators, measures to evaluate change that is a direct result of the work and can be linked through a weight-of-evidence approach to project activities or outputs (e.g. improvements in environmental conditions, awareness, participation, or community, landowner, or local government capacity);
Measurement Tools and Methods:	Methods of measurement or tools that will be used to document project performance (e.g. California Rapid Assessment Method, California Department of Fish and Game Monitoring Protocols for fisheries restoration projects); and
Targets:	Measurable targets that are feasible to meet during the Project period, such as a ninety percent (90%) reduction in invasive species acreage, or fifty percent (50%) reduction in pesticide use within the watershed.

Example Project Performance Measures Tables are provided on the State Water Board's website (http://www.waterboards.ca.gov/water_issues/programs/grants_loans/paep/index.shtml). The format of these tables may be used as a template for completing this part of the Full Proposal. The example activities are provided for illustrative purposes only, however, and should be used to guide the identification of appropriate categories and performance measures for the project described in the Full Proposal.