



## **APPENDIX B**

# **Oregon State Marine Board's *Prioritization Process Manual***

**This document is subject to revisions**

## **Grant Prioritization Process**

The grant prioritization process includes the general prioritization scoring on Strategic Objectives on boating safety awareness and specific scoring involving Feasibility and Boating Safety, Merit, and Cost.

The following steps apply to the review and scoring of the submitted applications:

### **Strategic Objectives**

The scores are based on improving boater awareness and development of boating safety projects or program. The Strategic Objectives is worth up to 150 points for each application (refer to page 3).

### **Feasibility and Boating Safety**

Each application is evaluated based on feasibility of proposal and benefit to boating safety. The score for feasibility and boating safety is worth up to 150 points of the application's score. There are four questions that apply to all project areas that are worth 70 points (refer to page 4). The remaining 80 points apply to Boating Safety Projects/Programs (refer to page 4).

### **Merit**

Each proposal is evaluated based on several questions of the proposal's merit. Merit is worth up to 100 points of the applications score (refer to page 5).

### **Cost**

A series of specific funding source questions is asked of each proposal (refer to page 5). The score for cost is worth up to 70 points.

### **Final Score-Sheet**

In addition to the Feasibility and Boating Safety, Cost and Merit scores; Strategic Objectives are compiled and included on the final score sheet (refer to page 6).

### **Priority of Projects:**

Proposals will be based on the total score; highest scoring application will be funded and then subsequently the other proposals will be funded until the allotted allocation is spent. However, this is not a guarantee that a proposal will be funded if there is money available.

## Strategic Objectives

Answer all questions either yes or no.

	Y	N	Questions on improving boater awareness
1			Does the project or program increase presentations and instruction for schools?
2			Does the project or program expand boating safety education messaging into new communities (new location, non-traditional boaters, diverse ethnicity, economic level, at-risk youths)?
3			Does the project or program promote curriculum and instructional programs of State Parks, US Power Squadron, USCGA, etc.?

	Y	N	Questions on specific development for boating safety projects/programs
1			Does the project or program compliment an integrated curriculum or promotional materials for boating safety education in schools?
2			Does the project or program provide an alternative approach to presenting boating safety programs?
3			Does the project or program provide or expand hands-on boating safety programs for local communities?

	Y	N	
4			Does the project or program develop boating safety materials for local communities?
5			Is the project installing and maintain a loaner life jacket kiosk?
6			Is the project or program purchasing associated equipment that assist in boating safety education?

### Scoring Matrix\*\*

Yes	Yes	Yes	Yes
Yes	No	Yes	No
<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>No</b>
50 points	40 points	35 points	25 points
No	No	No	No
Yes	No	Yes	No
<b>Yes</b>	<b>Yes</b>	<b>No</b>	<b>No</b>
25 points	15 points	10 points	0 points

\*\* Scoring for improving boater awareness includes questions 1 through 3 for a maximum 50 points. Scoring for development of boating safety project or programs apply to questions 4 through 6; thus scores where only questions 4 through 6 are rated, the scores are doubled to comply with the 150-point scoring scale.

## Funding Priorities/Objectives:

**FEASIBILITY - Maximum points – 70:** (Feasibility/Benefits = 150; breakdown of 70 points total for questions 1 through 4, 80 points total for Boating Safety Projects/Program). Use score values in the range as shown in the question (or item) with reference to the criteria presented.

1. Are the project accomplishments and deliverables stated clearly? **0-15 points**
  - 15 clearly stated and realistic
  - 10 stated
  - 0 unclear
2. As stated, could the project be completed within the time allotted? **0-15 points**
  - 15 realistic time schedule
  - 0 time schedule not realistic
3. Are key project personnel adequately qualified to complete project? **0-20 points**
  - 20 well qualified
  - 10 qualifications insufficiently stated
  - 0 no evidence of qualified personnel
4. Evaluate the applicant's track record. **0-20 points**
  - 20 in good standing or new applicant
  - 10 minor out-of-compliance record or minor delinquent reporting
  - 0 evidence of failure to terms of agreement

**BENEFITS - Boating Safety Projects/Programs: maximum points – 80:** Use score values in the range as shown in the question (or item) with reference to the criteria presented.

5. Does the proposed project meet the criteria of the Programs objective? **0-10 points**
  - 10 Yes
  - 0 No
6. If applicable, are long-term maintenance issues adequately addressed? **0-10 points**
  - 10 Yes
  - 0 No
7. Will the project or program encourage new users? **0-10 points**
  - 10 Yes
  - 0 No
8. Upon completion of the project or program, will it be available for more than one user group? **0-20 points**
  - 20 motorized & non-motorized
  - 10 only motorized or non-motorized
  - 0 not addressed
9. Is there a level of support for the program (from local community interest, school district, municipalities, etc.)? **0-20 points**
  - 20 strong involvement of community
  - 10 good community involvement in most portions of project
  - 5 little community involvement across the project
  - 0 no community involvement
10. Will the project or program benefit:
  - Youth/diversity population/new community **0-5 points**
  - Cold water/rivers **0-5 points**

**MERIT - Total Points – 100:** Use score values in the range as shown in the question (or item) with reference to the criteria presented.

1. Does the project or program support, supplement, or enhance an ongoing project or program? **0-20 points**
  - 20 Strongly aligns with a project or program
  - 10 somewhat aligns with a project or program
  - 0 No apparent alignment
  
2. Is the publicity plan adequate? **0-30 points**
  - 30 will credit funding source and provides high visibility plan
  - 20 no credit to funding source stated, but adequate plan
  - 15 will credit funding source, but plan is not adequate
  - 0 inadequate publicity plan
  
3. Has the applicant provided documentation that the proposal has been reviewed? **0-30 points**
  - 30 thoroughly reviewed and documentation of strong support
  - 15 evidence of review and/or community support
  - 0 no review or support indicated
  
4. What is the durability of the program/project (How long will it last)? **0-10 points**
  - 10 will last more than 2 years
  - 5 will last less than 2 years
  - 0 will last for only one boating season
  
5. How well established is the organization, foundation? **0-10 points**
  - 10 well established, history of boating safety activities
  - 5 working towards long term establishment of boating safety activities
  - 0 newly established organization or foundation

**COST - Total Points – 70:** Use score values in the range as shown in the question (or item) with reference to the criteria presented.

1. Will this project or program reach many boater/persons at a relatively low cost? **0-10 points**
  - 10 Yes
  - 0 No
  
2. Evaluate cost sharing by percentage of total project cost. Compare match and/or donation to total estimated project cost on project application. **0-30 points**
  - 30 match plus donation greater than 75 percent of total project cost
  - 20 match plus donation 50 to 75 percent of total project cost
  - 10 match plus donation greater than 25 but less than 50 percent of total project cost
  - 5 match plus donation great than zero to 25 percent of total project cost
  - 0 requested funding only, no match or donation
  
3. Is the amount of the funding requested justified by direct benefits to boating safety and/or the Agency? **0-20 Points**
  - 20 expected benefits exceed requested funding (benefit great than 200 percent)
  - 10 expected benefits justify requested funding (100 to 200 percent)
  - 0 requested funding excessive with very little, if any, expected benefits (less than 100 percent benefit)
  
4. Low maintenance is required or needs little or no continued financial assistance? **0-10 points**
  - 10 Yes
  - 0 No



**“Let’s Go Boating” Assistance Program  
Competitive Prioritization  
Final Score Sheet**

<b>Project Title:</b>			
<b>Organization Name:</b>			
<b>Requested Amount:</b>			
<b>Project Site:</b>			<b>County:</b>
<b>Rating Criteria</b>	<b>Points</b>	<b>Weight</b>	<b>Weighted Points</b>
Strategic Objectives (up to 150)		<b>2.0</b>	
Feasibility/Benefits (up to 150 points)		<b>2.0</b>	
Merit (up to 100 points)		<b>1.0</b>	
Cost (up to 70 points)		<b>1.0</b>	
<b>Total score:</b>			

This proposal was scored by: (Please sign and date)

<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	

Remarks or Special Consideration(s):



**“Let’s Go Boating” Assistance Program  
 Competitive Prioritization  
 Reviewer’s Final Score Sheet**

<b>Project Title:</b>	
<b>Organization Name:</b>	
<b>Requested Amount:</b>	
<b>Project Site:</b>	<b>County:</b>
<b>Reviewers</b>	<b>Total Score</b>
Reviewer 1:	
Reviewer 2:	
Reviewer 3:	
<b>Total score:</b>	

Remarks or Special Consideration(s):