

Total application score: \_\_\_\_\_  
(100 points)



# Snowmobile Trails Program

## Project Score Sheet

**PROJECT TITLE:** \_\_\_\_\_  
**APPLICANT ORGANIZATION:** \_\_\_\_\_

**Instructions for Reviewer:** 1) Determine if you have a conflict of interest by completing the conflict of interest section below. 2) Review the entire score sheet. 3) Read the entire application. 4) Score each section listed below using a gradient for points. You may choose to give none, some, or all of the allowable points depending on the quality of the particular submittal. 5) Total the score box on front page. 6) Sign the score sheet. 7) Keep comments written on this score sheet constructive. 8) **This score sheet has been revised.** Make note of ways to improve this scoring process. 9) Refer to the detailed instructions if you have questions.

**SECTION I: Do you have a conflict of interest?**

If you have a conflict of interest because you are closely associated with the applicant, or for another reason, **STOP! Do not** score the application. Please check the appropriate conflict of interest response, fill in the project title and applicant name, print and sign your name, and submit the unfinished form. Thank You!

I **DO** have a conflict of interest \_\_\_\_\_ I **DO NOT** have a conflict of interest \_\_\_\_\_

**REVIEWER'S PRINTED NAME:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**SIGNATURE:** \_\_\_\_\_

**SECTION II. General Quality and Accuracy: 28 points possible**

General quality and adherence to directions	Possible Points	Score
<p>1. The application is complete, the budget is very detailed and the math is accurate; the project and budget narratives are well composed and complete; there is a complete and realistic schedule broken into realistic milestones; there is quality execution of all parts. The applicant followed the Application Instruction and Information Manual closely and obviously utilized available resources for completion of the package. The applicant-if applicable- has exhibited high performance standards in past grant management. This project has obvious public benefit. Legible and practical maps are included if applicable. There were few or no typos or other easily preventable grammatical mistakes.</p> <p>***Please use a critical eye. This is competitive. Please only award as many points 0-28 as you feel the applicant deserves for fulfilling these requirements. Please be prepared to discuss.</p>	28	

Comments (continued comment space top next page\*\*): \_\_\_\_\_ Section Score \_\_\_\_\_ (28)

**SECTION III. Project Description: 10 points possible**

Project Description, Scope of Work	Possible Points	Score
<p>1. <u>Trail or Safety Project</u>-Evidence of access permission from all property owners is included; easement is documented or a willingness to sell letter is provided. <b>OR</b> <u>Educational or Training Project</u> – Application describes training and/or educational content to be produced and provides mock-up or illustrations showing intended content and appearance of finished product. <b>OR</b> <u>Equipment Purchase</u>– Application clearly describes equipment to be purchased and describes the project scope for which it will be utilized.</p>	5	
<p>2. Project Description and Location – Application contains a clear description of the proposed project’s scope of work, that could include trail construction details, facilities or features to be installed, environmental restoration, reroutes, marking and signage, education and safety program details, products, or desired outcomes, and as much detail as necessary to understand the proposal thoroughly. If applicable, vicinity and site-specific maps are included that clearly and legibly illustrate the location of the project, and identify landowners of all underlying property, or where equipment will be used.</p>	5	

Comments

Section Score \_\_\_\_\_ (10)

**SECTION IV. Timeline: 10 points possible**

Detailed timeline of project Tasks	Possible Points	Score
<p>1. Schedule is identified and broken down into tasks and by number of weeks to accomplish each; it is realistic, and matches project description. These tasks match the tasks identified in the budget workbook. Applicant provided realistic estimates of project start and end dates. This schedule results in a feasible end date. Project is ready to be implemented. Please only award as many points, 0-10, as you feel the applicant deserves for fulfilling these requirements.</p>	10	

Comments:

Section Score \_\_\_\_\_ (10)

**SECTION V. Proposed Budget: 25 points possible**

Proposed Budget	Possible Points	Score
1. The NEW excel-format budget is used and the information is detailed, understandable and legible. Categories are filled throughout the table. Totals are correct. If required, vendors are identified and three quotes have been obtained when equipment or material amounts exceed \$1000. Contractor bids (only one required) should be provided as attachments.	10	
2. Sufficient explanation and narrative was given to backup and justify budget expenditures. <b>(EX: Trail building specialist/ 10hrs@\$22hr= \$220)</b> Project described is <u>comprehensive with a clear outcome</u> including explanation of components not costing the grant program. <b>(EX: use of 3 chainsaws at no cost to the grant program)</b>	10	
3. If applicable, is match met and math correct? (Match for DPOR= 9.03%. Match for all others = 25%) All match must be accounted for in the scope of work. (no future, unsecured volunteer labor may be used as match). <b>NOTE: match is NOT required for Safety and Education or Grooming grant applications. If not required give full points.</b>	2	
4. Labor hours are consistent with the project description and timeline, and are reasonable for location and project type.	2	
5. Supplies and equipment listed are consistent with the project description in the narrative. Supplies/equipment/materials etc. are broken out into individual costs and not lumped together.	1	

Comments:

Section Score \_\_\_\_\_(25)

**SECTION VI. Project Funding and Sponsor Commitment: 2 points possible**

Project Funding, Sponsor Commitment, and Sponsor Match (The project sponsor is the applicant organization)	Possible Points	Score
1. Organizational experience with similar projects; long term maintenance plan is in place. <b>(This can come from previous grant experience, project narrative, or other.)</b>	2	

Comments:

Section Score \_\_\_\_\_(2)

**SECTION VII. Public Benefit: (14 points possible)**

Public Benefit	Possible Points	Score
1. Importance and needs are clearly described, the project benefits the general public at little to no cost.Can benefit be measured? How do we know this project will have benefit?	5	
2. Estimated number and types of users provided.	2	

3. Does the project provide new transportation, recreational, or safety opportunities?	2	
4. Does the project solve a problem, create a solution, or provide a missing link?	2	
5. Does the proposal provide opportunities for people who are experiencing disabilities? (ramps, railings, benches, accessible bathrooms etc.) <b>This does <i>not</i> mean the project has to be ADA certified. If not applicable give full points.</b>	2	
6. Does the proposal provide opportunities for youth development? <b>Please do not provide this point unless specific details are clearly identified in this section and the budget, including: Who/When/Dates/Confirmed?</b>	1	

Comments:

Section Score \_\_\_\_\_(14)

**SECTION VIII. Community Support: 14 points possible**

Community Support	Possible Points	Score
1. <b>Current</b> letters (3) of support from potential project beneficiaries <u>other than the land owner</u> are included, (Current e-mailed updates to older letters are also acceptable.)	3	
2. Project is included in, or consistent with, local land use plan. If not in adopted plan, a letter or resolution of support is included from a local governing body.	5	
3. Example of Public Notice posting is provided; posting includes current dates and locations; It was posted publically by the posting date of June 10; applicant described any project support and/or opposition received from notice posting, and plans to address any opposition <b>OR</b> project specific public involvement process has been documented and is adequate.	3	

Comments:

Section Score \_\_\_\_\_(11)

You may add additional pages for comments: (Please keep these constructive- these are public documents and will become part of the administrative record)