

## Evaluation and Award of Grants

This section of this Chapter prevails over guidance addressing the same matter in the procurement sections of the Guide. In addition to the Uniform Grant Management Standards published by the Governor's Office, agencies should follow any applicable federal or state grant-funding source laws or regulations.

Agencies awarding grants must impose strict requirements to be followed regarding the time, place and manner of filing a grant application. An initial review must occur to ensure that the application is timely filed.

A pre-screening should occur to ensure that any eligibility requirements for specific grantees or types of projects have been met. Also, pre-screening should review if the application, as filed, contains all required documents or attachments.

Grant applications should be scored using a scoring matrix to evaluate the grant applications. The scoring criteria may look to the ability of the grantee to accomplish the grant purpose and grantee capacity, ability of grantee to meet the requested targets, outputs and outcomes, and other performance measures. Other scoring criteria may be used such as past performance, financial stability or other items and may be initially scored on a pass/fail basis.

Formula grants may also be scored, if desired on criteria such as population, reported statistics, or other relevant criteria.

The scoring matrix should be developed at the same time the grant announcement and grant application are developed to ensure consistency. When the scoring process starts, a team leader should review the scoring matrix with the scorers and provide training to the scorers to ensure consistent review. Scorers should consult with the team leader if questions arise during the scoring process.

Each grant application should be evaluated individually; however, it is preferred that more than one scorer score each application. Recommendations for grant funding must be documented and based on the scoring results. Any deviation from the established processes should be documented.