

Local Records Grant Program: How Local Records Grant Applications are Scored

Purpose: Provide guidance to local records grant applicants on how their applications will be scored.

1. Problem Clearly Defined <i>How well does the application clearly demonstrate the problem they are having with responding to public records requests in a timely manner and/or in retaining and managing their public records?</i>		Up to 25 points
High-Range Score	<ul style="list-style-type: none"> • Cause and impacts of the problem are substantial and are clearly described. • Application includes measures such as number of requests impacted per year, time taken to fulfill requests, volume of records involved, length of retention, etc. that demonstrate the nature and magnitude of the problem. • Application includes photos that illustrate the problem (Organize the File Room grants only). 	
Mid-Range Score	<ul style="list-style-type: none"> • Cause and impacts of the problem are outlined but application lacks measures that clearly demonstrate the nature and magnitude of the problem. 	
Low-Range Score	<ul style="list-style-type: none"> • Problem is not adequately described or demonstrated. 	
2. Project Proposal Clearly Defined <i>How well does the application explain how the project will be carried out and what it will have achieved by the end of the grant period?</i>		Up to 40 points
High-Range Score	<ul style="list-style-type: none"> • How the project will be carried out is clearly described via step-by-step project schedule or other such plan. • What the agency hopes to achieve by the end of the grant period is clearly demonstrated. • Project strategy/outcome is consistent with the Archives' 10 Leading Practices and other advice and/or the Attorney General's Model Rules. • Cost-effectiveness of project is clearly demonstrated. The agency has considered low-budget alternatives and justification is given for all expenses. • Application includes a cost-breakdown/budget, quotes, etc. that demonstrate how project costs will be borne. • How the work responsibilities will be divided between agency staff, temporary staff (Organize the File Room grants only), vendors, consultants, and Archives' staff is clearly explained and applicant does not rely on guidance from private RM consultant. • Project will use the Archives' expertise and services wherever possible rather than paying consultants/vendors. 	
Mid-Range Score	<ul style="list-style-type: none"> • Project proposal is mostly explained, but is lacking in one or more areas described for a high-range score. 	
Low-Range Score	<ul style="list-style-type: none"> • What the project will do, how it is to be carried out, and what it will cost of project are not adequately explained. 	
3. How the Project will Help Fix the Problem Clearly Explained <i>How well does the application demonstrate that the project will fix or lessen the impact of the problem and that its outcome will be sustainable?</i>		Up to 25 points
High-Range Score	<ul style="list-style-type: none"> • How the project will fix or lessen the impact of the problem is clearly explained • Application includes measures such as expected reduction in public records request response times, storage costs, etc. that demonstrate how the proposed project will fix or lessen the impact of the problem. • The agency has a plan for meeting ongoing costs (such as software licenses, etc.) • Application cites new procedures, staff training, or other measures planned to prevent problem from reoccurring or growing. 	
Mid-Range Score	<ul style="list-style-type: none"> • How the project will fix or lessen the impact of the problem is mostly explained, but is lacking in one or more areas described for a high-range score above 	
Low-Range Score	<ul style="list-style-type: none"> • How the project will fix or lessen the impact of the problem is not adequately explained. 	
4. Small Agency Preference <i>Points may be awarded to small agencies (based on FTEs and population served) to correct for needs outpacing their capacity to improve information technology systems for public record retention, management and disclosure.</i>		Up to 10 points

**Additional advice regarding the management of public records is available from
Washington State Archives:**

**www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov**