CRD

Making a difference...together

Appendix A: Eight-Step Decision-Making Model

STEP 1
Call For Intent to Apply

STEP 1 Details
- A call for Grant Proposal Form is emailed out to CRD services to complete if the service is intending to apply for the grant.
- If only one grant proposal is received, there is no formal evaluation that occurs at a corporate level.
- If more than one grant proposal form is submitted, proceed to step 2.

STEP 2
Charter a Team

STEP 2 Details
- Put together a team of 3-4 members to help create a decision model.

STEP 3
Define Context

STEP 3 Details
- Staff proceeds in developing the decision model, by first defining the context to aid in defining the criteria used in Step 3.

STEP 4
Define Criteria and Sub-criteria

STEP 4 Details
- Review the criteria registry and identify which ones would be relevant in informing the decision.
- Five to seven criterions is a good set to use, but if there is more than seven during the selection process, a pairwise comparison is performed to highlight which ones are the most relevant.
- Once a set of criteria is established, proceed to weighting the criteria by performing a pairwise comparison.
- Identify a sub-criteria under each criteria and perform a pairwise comparison under each critieria.
- Develop an evaluation scale for each sub-criteria.

STEP 5
Gather Information

STEP 5 Details
- Consult with the Grant Program Advisors.
- Request information from services that is required to evaluate the grant applications.
- Sample information collected : Criticality, lifecycle cost, alignment with strategic plan, resource impact, climate impacts, etc.

STEP 6
Evaluate Applications

STEP 6 Details
- Run the grant application through the decision model.
- Evaluate the results.
- Perform a sensitivity analysis by applying different weights to the criteria.
- Develop alternatives.

STEP 7
Submission Approach Analysis

STEP 7 Details
- Team evaluates grant submission allowance.
- Team determines alternatives for submission approaches. For example, do we submit all applications or do we submit one strong application or do we submit one application per service.

STEP 8
Recommend

STEP 8 Details
- Team agrees upon the recommended alternative regarding projects and submission approach.
- Team presents to Executive Leadership Team.