



COMMUNITY ENVIRONMENTAL PROJECT FUND SCORING RUBRIC

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Category	Evaluation Criteria	Total Points: 100
Program Objectives		50
Project Summary and Project Type		2
a) Project Summary: Summarize what the project is attempting to accomplish and the goals that will be met if the project is funded. Include your project title and project location.	One page summary including the following: Project Title, Project Location.	1
b) Identify the project type (choose at least one): i) Pollution Mitigation ii) Recreational Opportunity iii) Environmental Enhancement	Project type should align with the project goals: <u>Pollution mitigation</u> : Eliminate, minimize or reduce environmental pollution and reduce the risks to human health and the environment. <u>Environmental enhancement</u> : Enhance natural resources, improve indigenous habitats and improve the quality of habitats and ecosystem functions. <u>Recreational opportunities</u> : Improve access to, and the quality of, outdoor recreation opportunities.	1
Target Population and Needs Assessment		10
a) Specify the geographic area where the project will take place and the number of potential beneficiaries.	Provides specific details on the project location, the local community, and the total population affected.	5
b) Clearly articulate the problem you are addressing including the scope, history, and causes of the problem. Please note if there are any planned or existing efforts to address this issue. This should include a description of how the community is impacted by the environmental and/or health concerns.	Clearly describes the local environmental justice issue(s) the project proposes to address and the community that is impacted, any historical information on the problem, if applicable.	5
Public Participation		25
A) Describe your approach to public participation.	Describes the established and/or planned public participation plan. Incorporates appropriate elements of the IAP2 Spectrum of Public Participation. Clearly distinguishes between outreach and participation.	5
B) How does your public participation process meaningfully engage the community? How will you ensure broad participation?	Describes how the public participation plan process is designed to meaningfully engage the community, including what barriers have been removed to allow all members of the community to engage.	10
C) Describe how you plan to leverage current community knowledge on this issue to execute project goals.	Demonstrates a culturally competent assets-based approach to integrating community knowledge. Includes opportunities to co-create solutions.	5
D) How will you keep the community updated on the progress of the project?	Does the public participation plan include transparency in the process? Are goals, expectations and limitations of the public participation process clearly articulated?	5

Collaboration and Partnerships		13
a) Describe how you will collaborate with community partners or if there is an internal committee or working group that will support this project.	Clearly defines what the partnership or internal support looks like.	10
B) How do you plan to overcome potential limitations from your community partners?	Identifies any potential shortfalls and plans to overcome them, if applicable.	3
Project Activity/Milestone Schedule/Budget Template		25
Project Goals		5
a) Include the project description from the application. What does the project intend to accomplish?	Includes project goal from the application. Gives additional details on what the project will accomplish upon its completion.	2
b) What long-term community environmental quality challenges is this project looking to address?	Clearly explains the environmental quality challenges this project's completion will address. Describes the long-term benefits of the project.	3
Activities and Milestones		15
a) What major activities will be performed? Indicate who is responsible for what activity and when it will be implemented.	Lists activities in the project from beginning to end with responsible party attached to each activity.	5
b) Identify key milestones (with dates) that will be used to measure progress.	Has clear milestones and realistic timelines attached to each activity. Identifies what a milestone completion looks like.	5
c) Identify potential pitfalls and how you plan to address them.	Identifies any potential issues that could adversely impact a milestone and identifies a contingency plan.	5
Itemized Budget Template (Attachment)		5
Detail each line item and its connection to programmatic work/milestones.	The budget clearly describes the purpose of each item and demonstrates how each cost supports the overall project. All costs are appropriate and justified based on the items described.	5
Expected Results - Outputs, Outcomes, and Impact		25
Performance Measures: Outputs and Outcomes		20
a) List your expected outputs for this project (i.e. number of meetings held, population served, etc). Describe which staff member, community partner, or volunteer will complete the outputs listed.	The expected project outputs identified in the application are effective in achieving the stated Program Objectives. Includes the development or modification of public participation, community involvement, education, and communication systems to engage with members in the targeted community.	10
b) List your expected outcomes for this project. How do you plan to document the changes that result from your activities? What increases or decreases will you see related to the issues you are addressing? Outline the outcomes by time periods, short-term, intermediate, and long-term.	The expected project outcomes identified in the application are effective in achieving the stated Program Objectives. Clearly defines the short term, intermediate, and long-term effects the project has on environmental justice in the area served. Quantifies how those measures are tracked.	10
Impact		5
Describe your vision of success. How do your performance indicators connect to your goals and proposed activities? How will you document your impact?	Demonstrates a plan for how the outputs, outcomes, public participation, and community involvement will lead to long lasting environmental justice for the community or persons involved.	5

Geographic Considerations		
Is the proposed project in a Priority Area?	Priority is given to community environmental projects located within a 2-mile radius of a Secretary's Order.	Yes / No
Is the proposed project in an Equity Focus Area?	Priority is given to community environmental projects located in an under resourced community.	Yes / No