

Name of Community: \_\_\_\_\_

Project Title: \_\_\_\_\_

**1. Strategic Planning**

*The strategic planning portion of the assessment is to determine if the project is well planned and if the proper justification has been provided to warrant the project.*

Score	Project Assessment	Guidelines
<b>a. Has the sustainability of the infrastructure been planned?</b>		
No – 0 Yes – 5	<ul style="list-style-type: none"> <li>Is a projected operation and maintenance (O&amp;M) cost included in the study or contractor's quotes?</li> <li>Can the community recover 20% of the annual O&amp;M?</li> <li>A <b>detailed</b> O&amp;M recovery plan for a minimum of 20% of the annual O&amp;M locally generated revenue portion, <b>must be present</b> and realistic.</li> </ul>	<ul style="list-style-type: none"> <li>Determine if the community has the funding to cover a minimum of 20% of the annual O&amp;M of the infrastructure once the project is complete (from existing budget, user fees, etc.).</li> </ul>
<b>b. Will this be more energy efficient, cost-effective?</b>		
No – 0 Yes – 5	<ul style="list-style-type: none"> <li>Does this project result in O&amp;M or life cycle cost savings now or in the future?</li> </ul>	<ul style="list-style-type: none"> <li>Determine if the project will have long-term benefits in the capital expenditure or O&amp;M costs, even though the service is presently sufficient. For example, piped service versus delivery may prove more cost-effective in the long-term.</li> </ul>
<b>c. Is this service/project to be cost shared by the community and/or outside agencies?</b>		
No – 0 Yes – 5	<ul style="list-style-type: none"> <li>Application <b>must</b> include evidence of approval or that an attempt has been made to explore all avenues for cost sharing or alternative funding of capital and O&amp;M costs including other provincial/federal grants, other agencies, users or adjacent First Nation communities.</li> </ul>	<ul style="list-style-type: none"> <li>Determine if there is a cost shared commitment towards this project from another source. For example, a letter of support provided by a community named in the application.</li> <li><b>Points may be awarded if there is evidence of approval or effort.</b></li> </ul>
<b>Score Page 1:</b> _____		

Score	Project Assessment	Guidelines
<b>d. Is this the only option to provide/acquire this service?</b>		
No – 0 Yes – 5	<ul style="list-style-type: none"> <li>Is shared infrastructure with a neighbouring First Nation or Municipality an option?</li> <li>Is the infrastructure readily available within the community or surrounding area and available for rent or a service fee?</li> <li>If the infrastructure is a replacement, can the existing infrastructure deliver the service and for how long?</li> </ul>	<ul style="list-style-type: none"> <li>Determine if efforts have been made to look at other options of delivering this service.</li> <li>Evidence of efforts <b>must</b> be verified in the application.</li> <li>If other service providers are available, evidence must be provided supporting statements within the application such as inflated pricing, for example.</li> </ul>
<b>e. Can the community provide the service as a result of the project?</b>		
No – 0 Yes – 5	<ul style="list-style-type: none"> <li>If this service or facility is provided will it be used to its full potential? Are there trained staff available to operate the facility or is there a training plan?</li> </ul>	<ul style="list-style-type: none"> <li>Determine that the community is ready for this project. For example, a purchased fire truck – trained, licensed personnel; piped water – a commitment from homeowners of hook-ups, homes are upgraded for this service.</li> </ul>
<b>f. Is there an internal or external report/document identifying a need for this project?</b>		
No – 0 Yes – 5	<ul style="list-style-type: none"> <li>Are there reports/documents attached to verify the need for this project?</li> </ul>	<ul style="list-style-type: none"> <li>Examples of a qualifying internal document may be an email, letter, or quote in the public domain from a Deputy Minister, Minister or Premier committing to resolve the need for this project.</li> <li>A current infrastructure audit report.</li> <li>Examples of a qualifying external document would be an order from a regulatory agency, an engineered study or assessment identifying the need, or a request from other agencies to cost share a project (AANDC for lagoons, WTPs or WDSs, on adjacent First Nations communities).</li> </ul>

Score Page 2: \_\_\_\_\_

Score	Project Assessment	Guidelines
<b>g. Will this project be of benefit to the community in growth and development?</b>		
No – 0 Yes – 5	<ul style="list-style-type: none"> <li>This question may not apply to Category II, Maintaining Existing Services.</li> </ul>	<ul style="list-style-type: none"> <li>Assess whether or not the project is <u>critical</u> to the growth and development of the community. For example, due to increase of population is the new infrastructure essential?</li> <li><b>Points may be awarded only if the project is required for growth and development</b></li> </ul>
<b>h. Will the number of residents/communities served warrant the project?</b>		
No – 0 Yes – 5		<ul style="list-style-type: none"> <li>Determine if the number of residents served by this project justifies the expenditure with the available or limited funds. For example, an access road for one resident that costs \$80,000 versus upgrading a hazardous road for 100 residents that costs \$92,000.</li> </ul>
<b>2. Need</b>		
<i>The board must determine how urgent or critical the need of this project is. The assessment questions are meant to draw out this information. Note: A sliding scale may be used for a), b) and c).</i>		
<b>a. Is the project time sensitive?</b>		
0 - 15	<ul style="list-style-type: none"> <li>Is there a potential hazard to people or the environment?</li> <li>Is there an environmental order issued?</li> <li>Must this project be completed in the approval year?</li> </ul>	<ul style="list-style-type: none"> <li>The board must assess the nature and degree of urgency, while considering the 5 year plan.</li> <li>Some examples of time sensitive projects include, grant deadlines (CPP), a non-functioning sewage truck, regulatory orders such as Manitoba Health, OFC, etc.</li> <li>How immediate will the present situation result in liability if no action is taken?</li> </ul>
<b>Score Page 3: _____</b>		

Score	Project Assessment	Guidelines
<b>b. Is there a legal liability?</b>		
0 - 15	<ul style="list-style-type: none"> <li>Has the present infrastructure been condemned?</li> <li>Has other documentation been attached that provides evidence of the liability?</li> </ul>	<ul style="list-style-type: none"> <li>Is there a fire safety report from OFC inspections or an order from WSH, Labour or Health or any other regulator?</li> </ul>
<b>c. Has there been a prior commitment?</b>		
0 - 15	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Feasibility studies will not be considered a prior commitment.</li> <li>Curb stop and drainage projects requested in phases are not considered a prior commitment.</li> </ul>	<ul style="list-style-type: none"> <li>Is it a part of a provincial agreement/commitment - AANDC or CPP for example?</li> </ul>
<b>d. How critical is this project?</b>		
0 - 25	<ul style="list-style-type: none"> <li>Based on all facts presented to the board, does this project require critical attention?</li> <li>Must this project be completed this year?</li> <li>Does the application justify the critical nature of the project?</li> </ul>	<ul style="list-style-type: none"> <li>The determining factor, when faced with a great number of projects and limited funds is whether the project can wait one or more years without serious implications.</li> </ul>
<b>Score Page 4: _____</b>		
<b>Total Score Pages 1 - 4: _____ of a possible 110</b>		
<b>Recommended: YES or NO</b>		
<b>Comments:</b>		