

RRP Rubric for Proposed Project*

Last Updated 6/8/2021

WHEN USING FOR SME APPLICATIONS, PLEASE FILL OUT TO THE BEST OF YOUR ABILITY

Project Title	Present as an action-oriented statement, e.g., Renovate historic building for restaurant use; Install lighting in public plaza
Origin	Include names of all organizations or individuals that contributed to the project idea and who may also serve as project champions. If the originating individual or organization and the champion are not one in the same, please list both and indicate where the project idea originated and who will serve as the project champion.
Location/Census Tract	If the project has a defined location for implementation (including a property address, roadway/street, neighborhood), please indicate location here. Please also include the 2020 Census Tract Number.
Budget & Sources of Funding	<p>Include estimated total project cost and a breakdown of potential costs.</p> <p>Icons to use: Low Budget (Under \$50k), Medium Budget (\$50k - \$200k), Large Budget (\$200k +)</p> <p>Whenever possible, identify sources of potential funds and if those sources are formally committed or proposed. A catalogue of funding sources is available on the RRP Website. Additionally, the National League of Cities has developed a searchable database of provisions that can be accessed here.</p>
Timeframe	<p>Provide a general timeline of the project including phasing for implementation with milestones and immediate next steps expressed in a number of months. Provide any known or anticipated start and completion dates.</p> <p>Icons to use: Short Term (Less than 5 years), Medium Term (5-10 years), Long Term (10+ years)</p>
Risks	<p>Identify potential risks and/or potential impediments to successful implementation. This includes but is not limited to political will, existing regulatory restrictions, legal and liability concerns, community interests, site ownership, environmental constraints, or financing limitations.</p> <p>Icons to use: Low Risk, Medium Risk, High Risk (Use expert judgment)</p>

Key Performance Indicators	Please identify any performance indicators that might be measured to assess anticipated impacts of the project following implementation – e.g. average daily traffic count, total annual sales receipts, no. of event attendees, total no. of storefront vacancy, no. of units constructed, etc.
Partners & Resources	Include a summary of public/ non-profit/ and private entities/organizations/ individuals that might be required to implement the project. Please also indicate if there are any committed partners and resources for the project.
Diagnostic/COVID-19 Impacts	<p>Please use data from the diagnostic phase to respond to the following questions:</p> <ul style="list-style-type: none"> • How does this project respond to the key challenges and opportunities that were identified during the diagnostic phase of this project? • What are the harmful impacts of COVID-19 that this project seeks to address? • How did COVID create or exacerbate the issue you are seeking to address with this project? <p><i>Based on interim guidance issued by the U.S. Treasury related to the American Rescue Plan of 2021. Subject to updates.</i></p>
Action Item	Include a concise description of the project including key actions that will be taken.
Process	Include a list of chronological steps that must be taken to fully implement the project, including any property/ land purchase and transfers, vendor procurement, site clearance/remediation, training and technical assistance, etc.

*For use in both Final Plans and SME Consultation Application