

**SOMERSET COUNTY MUNICIPAL PLANNING PARTNERSHIP PROGRAM - 2007
BASIC PROGRAM - REVIEW CRITERIA OUTLINE**

MUNICIPALITY _____

PART 1 - PROJECT REVIEW CRITERIA	
	Score / Notes
<p>Project furthers inter-jurisdictional, smart growth and /or regional planning concepts, including general support for state plan goals/objectives</p> <ul style="list-style-type: none"> <input type="checkbox"/> Promotes general local planning activity - little significant "smart growth" or regional planning orientation <input type="checkbox"/> Strongly promotes smart growth/state plan goals and/or initiatives - local orientation (see "Smart Growth" examples) <input type="checkbox"/> Promotes inter-jurisdictional / smart growth with regional orientation 	<p>Max – 30 points</p>
<p>Applicant has demonstrated ability to leverage funding from other private and/or public sources</p> <ul style="list-style-type: none"> <input type="checkbox"/> Leveraging in-kind municipal services <input type="checkbox"/> Leveraging local <u>dedicated</u> funding (indication of budget line item a plus) <input type="checkbox"/> Leveraging DCA Smart Growth or other grant match 	<p>Max – 5 points</p>
<p>Applicant has demonstrated a readiness to proceed with proposed project</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project start date been provided <input type="checkbox"/> Municipal personnel and/or project consultant identified <input type="checkbox"/> Contract with municipal consultant has been signed / copy provided (where applicable) <input type="checkbox"/> Applicant has demonstrated that the funding match is currently available <input type="checkbox"/> Further phase of an ongoing project (where applicable) 	<p>Max – 10 points</p>
<p>Applicant's prior record of performance demonstrates ability to complete projects in timely fashion</p> <ul style="list-style-type: none"> <input type="checkbox"/> First time applicant <input type="checkbox"/> Applicant has required greater than 24 months to complete project 	<p>Greater than 24 months: Subtract Max of 10 Points.</p>
<ul style="list-style-type: none"> <input type="checkbox"/> Proposed scope of work adequate to achieve stated purpose of project. 	<p>Max – 15 points</p>

Maximum Total Score: 60 Points.

Score: _____

Additional Notes:

PART 2 - APPLICATION AND SUBMISSION REQUIREMENTS COMPLIANCE-2007

APPLICATION MUST INCLUDE ALL ITEMS

	NOTES
<p>PURPOSE STATEMENT / SCOPE OF WORK:</p> <p><input type="checkbox"/> Applicant has presented a clear and detailed Purpose Statement which includes a specific description outlining how the Project furthers inter-jurisdictional, smart growth and /or regional planning concepts, including general support for state plan goals/objectives, where applicable</p>	Max – 5 Points
<p><input type="checkbox"/> Applicant has presented a Detailed and Itemized Scope of Work which is presented in such a manner as to facilitate a checklist-type assessment of compliance at the time of project completion. The scope of work contains a timetable for completion that does not exceed 24 months and indicates milestone dates and deliverables.</p>	Max – 20 Points
<p><input type="checkbox"/> Scope of work specifies at least one meeting with adjacent municipal representatives to discuss project prior to completion</p>	Yes / No
<p>PROJECT BUDGET:</p> <p><input type="checkbox"/> Applicant has provided a detailed description and breakdown of project budget requirements, including consultant proposal (where applicable) .</p>	Max – 15 points
<p>PROJECT MANAGEMENT:</p> <p><input type="checkbox"/> A Project Manager and Municipal Contact has been specified, including name, contact address, telephone number, fax number and e-mail address (where available). If project manager is same as municipal contact, no additional contact information is needed.</p>	Yes / No
<p><input type="checkbox"/> Applicant indicates that quarterly progress reports will be submitted, beginning with the date of the execution of the agreement. Applicant indicates that project will be at least 10% complete within 6 months of this date and will supply progress report at that time to confirm.</p>	Yes / No
<p><input type="checkbox"/> Applicant indicates that when project is 100% complete, a progress report will be submitted which includes a "check-list" description indicating individual completion of each scope of work item as originally detailed in the application, including any modifications approved by Somerset County. Specific references to any project material, page numbers as applicable will be provided.</p>	Yes/ No
<p>APPLICATION MATERIALS:</p> <p><input type="checkbox"/> Application materials include an acknowledgement of receipt of the 2007 Somerset County Municipal Planning Partnership Guidelines and Municipal Resolution authorizing grant application</p>	Yes / No
<p><input type="checkbox"/> Applicant has supplied 10 copies of the application plus one original</p>	

Maximum Total Score: 40 Points

Score: _____

TOTAL COMBINED SCORE: PARTS 1 AND 2: _____

Additional Notes:
