

Municipalities for Climate Innovation Program

SCORECARD: Climate Change Adaptation – Capital projects

About the Project Scorecard

All applications for grant funding are reviewed by independent peer reviewers. The reviewers will use the evaluation criteria below to assess the application; these criteria provide guidance to you in building a strong application.

The following instructions and evaluation framework provide reviewers with the tools to identify excellent capital projects in the **adaptation stream** for consideration by FCM.

Evaluation and scoring system

Capital projects are evaluated against the criteria outlined in the table below.

Evaluation criteria and points allocation for capital projects

Evaluation Criteria	Points
Potential to reduce vulnerability to climate change impacts	30
Measurement systems	20
Alignment with municipal priorities and local context	20
Project management	30
TOTAL	100

FCM uses an **A to D scoring system**: In this scale, A represents weak performance and D represents excellence. Short explanations for each score help you provide the most relevant information in your responses. The project must fulfill all of the characteristics describing a particular level on the scale in order to merit the score.

Evaluation Criteria

1. Potential to reduce vulnerability to climate change impacts (30 points)

FCM seeks to fund climate change adaptation projects that support municipalities in effectively evaluating the options to reduce the vulnerability of targeted assets, services or populations to climate change impacts.

What is the potential of your project to reduce your vulnerability to climate change impacts? (Section B2 of the application form). Use the following scale to assess the initiative.

Scale	Description	Score
A	<ul style="list-style-type: none"> There are significant gaps in the project methodology, as well as significant missed opportunities. Based on the information provided, reductions in vulnerability to climate impacts would be unlikely to be achieved if the project was implemented. <p>OR</p> <ul style="list-style-type: none"> There are unacceptable negative environmental impacts associated with this project. 	0
B	<ul style="list-style-type: none"> The proposed project is based on questionable assumptions. There are gaps in the methodology or the initiative is unlikely to lead to reduced climate change vulnerability. 	5
C	<ul style="list-style-type: none"> The proposed project has potential to lead to a reduction in vulnerability to climate change impacts. The assumptions made in the methodology of the project are reasonable and robust (in line with industry best practices where they exist). There is minimal potential for other negative social, economic or environmental impacts as a result of implementing the project. 	20
D	<ul style="list-style-type: none"> The proposed project meets the C score. <p>AND</p> <ul style="list-style-type: none"> One of the following benefits is anticipated with the implementation of the project: <ul style="list-style-type: none"> alignment with current asset management priorities significant additional environmental, social and economic benefits reduction in greenhouse gas emissions 	30

2. Measurement systems (20 Points)

FCM seeks projects that have a robust measurement system to support the demonstration of expected project benefits, particularly quantifiable benefits (i.e. social, economic or environmental).

How will the project results be measured? (Section B3 of the application form.) Use the following scale to assess the initiative.

Scale	Description	Score
A	<ul style="list-style-type: none"> The project does not have an adequate monitoring and evaluation system. 	0
B	<ul style="list-style-type: none"> The project has a basic and adequate monitoring and evaluation system. 	10
C	<ul style="list-style-type: none"> The project has a robust monitoring and evaluation system that will generate quantifiable and reliable performance results, as well as a clear plan for measuring and verifying results. 	15
D	<ul style="list-style-type: none"> In addition to meeting the C score, the project's approach to monitoring and evaluation is innovative for this type of project (e.g. simplifies collection, increases reliability, etc.). <p>OR</p> <ul style="list-style-type: none"> One of the following benefits is anticipated with the implementation of the project: <ul style="list-style-type: none"> identifies internal processes to track metrics such as avoided capital costs, reduced numbers of complaints monitors potential impacts on other communities (where appropriate) monitors GHG reductions or evaluates the anticipated performance claims (e.g. Environmental Technology Verification) 	20

3. Alignment with municipal objectives and local context (20 points)

FCM seeks to fund initiatives that advance the lead municipality’s priorities and are supported by existing plans, policies, programs and broad municipal or regional environmental policy and governance considerations.

How is your project linked to and supported by other local activities? (Section B4 of the application form.) Use the following scale to assess the initiative.

Scale	Description	Score
A	<ul style="list-style-type: none"> The project is not aligned with the broader municipal or regional environmental policy and governance considerations. 	0
B	OR <ul style="list-style-type: none"> The project is somewhat supported by municipal or regional policies, plans and programs or by other documents. The project seems somewhat appropriate for the municipality’s context but there are gaps. 	10
C	AND <ul style="list-style-type: none"> The project is supported by existing municipal or regional policies, plans and programs (or by other documents) and by broader municipal environmental policy and governance considerations. The project is appropriate for the size and scale of the municipality. 	15
D	<ul style="list-style-type: none"> In addition to meeting the C score, the project clearly advances the lead municipality’s priorities and has the potential to influence future policies and plans. 	20

4. Project management (30 points)

FCM seeks to fund initiatives that have a sound project management approach, including clearly defined milestones and deliverables, to help ensure effective and efficient processes that produce good results. The purpose of this section is to holistically assess the degree to which the personnel, proposed work plan and budgeted resources may achieve the stated goals of the project.

By whom and how will your project be implemented? (Section B5 of the application form.) Use the following scale to assess your initiative.

Scale	Description	Score
A	<ul style="list-style-type: none"> There are major gaps in the capacity or experience of the project management team or management structure, such that the proposed plan/study is unlikely to be completed successfully or deliver the expected benefits. The work plan contains significant deficiencies — it is missing critical phases or tasks. The budget is inadequate or otherwise unrealistic relative to the scope of the project. 	0
B	<ul style="list-style-type: none"> There is adequate capacity and experience within the project management team to deliver this project as designed. The management and reporting structures are adequate for this process. The work plan includes most of the necessary tasks and most activities/milestones are explained in appropriate detail. The activities correspond somewhat to the location, size and scope of the study and the budget appears to be generally in line with industry standards. 	17.5
C	<ul style="list-style-type: none"> There is good capacity and experience within the project management team to deliver this project as designed. The management and reporting structures are appropriate for this process, including sufficient reporting to staff and municipal decision-makers. The work plan is logical and includes necessary tasks, and all activities/milestones are explained in appropriate detail. The budget is in line with industry standards, and additional costs are justified. Most sources of project funding (outside of FCM) have been confirmed. 	22.5
D	<p>AND</p> <ul style="list-style-type: none"> The application meets all the C-score requirements. The application meets <u>one or more</u> of the following requirements: <ul style="list-style-type: none"> The milestones and activities correspond well with the location, size and scope of the study and are likely to be completed on time. All sources of project funding (outside of FCM) have been or are likely to be confirmed. 	30