

## Historic Renovation Grant Program (HRGP) Application Rubric

Our HRGP review committee uses the following scoring rubric to evaluate applications. Please note that each point within a category is not a comprehensive checklist. Rather, the information below is intended to provide scoring guidance.

**Applicant Name:**

**Date:**

**Threshold Items:** (application is automatically ineligible without meeting these requirements)

- Applicant must send in 1 digital copy of application by published deadline.
- Match is 50% of total eligible project costs.
- Proof provided of available local match.
- Property is listed or eligible to be listed on National or State Register of Historic Places by the time of application.

Criterion	Unacceptable	Acceptable	Good	Exemplary	Points Awarded
<b>Project Oversight</b>  <i>125 Points</i>	<p>-The application's project oversight or involvement from an individual or organization with experience understanding and implementing Secretary of Interior (SOI) standards are weak.</p> <p>-The scope of work is absent, not legitimate or is questionable at best.</p> <p>-Timeline is missing from the scope or not provided by the organization/company that will complete work or is unreasonable and feasible. Does not remain within the given timeline of 2 years.</p> <p>-Budget does not include proper estimates from organization or company that breaks out the type of materials and scope of work. Costs are not within reason and/or not feasible.</p> <p><i>0-31 points</i></p>	<p>-The application's project oversight or involvement from an individual or organization does involve experience understanding and implementing Secretary of Interior (SOI) standards, but that role may be incidental or not well defined.</p> <p>-The scope of work is adequate, but it doesn't necessarily reassure.</p> <p>-Timeline is included in the scope or provided by the organization/company that will complete work, but its feasibility is questionable.</p> <p>-Budget includes minimal and/or questionable estimates from organization or company and/or fails to break out the type of materials and scope of work. Costs are questionable as to whether they're within reason and/or feasible.</p> <p><i>32-63 points</i></p>	<p>-The application's project oversight or involvement from an individual or organization does involve experience understanding and implementing Secretary of Interior (SOI) standards and the impact that it has had or can have in the community.</p> <p>-The scope of work is good, but it still presents questions or uncertainty for the reviewer.</p> <p>-Timeline is included in the scope or provided by the organization/company that will complete work, and it instills confidence that the project will be executed within the proposed timeline.</p> <p>-Budget includes estimates from organization or company and/or break out the type of materials and scope of work. Costs seem reasonable and feasible but could benefit from additional information.</p> <p><i>64-86 points</i></p>	<p>-The application's project oversight or involvement from an individual or organization involves impressive experience understanding and implementing Secretary of Interior (SOI) standards, as evidenced by having consulted with a preservation commission or similar group already in place that the applicant collaborates with.</p> <p>-The scope of work is exceptional and leaves no doubt that the project will be executed responsibly.</p> <p>-Timeline is included in the scope or provided by the organization/company that will complete work and includes extensive details that leave no doubt that the project will be executed within the proposed timeline.</p> <p>-Budget includes comprehensive and proper estimates from organization or company that breaks out the type of materials and scope of work. Costs are unquestionably within reason and clearly feasible.</p> <p>-The applicant is extremely qualified and fully involved and will ensure that the historic fabric of the project is preserved, as demonstrated in their previous projects and/or application research.</p> <p><i>87-125 points</i></p>	<p>out of 125</p>

<p><b>Community &amp; Public Sector Support</b></p> <p><i>100 points</i></p>	<p>-Project does not include evidence of prior planning and has not been identified as part of the community's long-term goals. Documentation from adopted plans or meeting minutes are not included.</p> <p>-The application illustrates no elements that do/will engage the public.</p> <p>-The application does not demonstrate how the project would be of public benefit and/or lacks evidence that the property serves as an important symbol or landmark of the community.</p> <p>-Applicant is unwilling to showcase final project to state representatives.</p> <p><i>0-24 points</i></p>	<p>-Project includes minimal evidence of prior planning and it's unclear whether it's been identified as part of the community's long-term goals. Documentation from adopted plans or meeting minutes are minimal and do not demonstrate community engagement.</p> <p>-The application illustrates some elements that do/will engage the public's support, but they need further definition.</p> <p>-The application minimally demonstrates how the project would be of public benefit and/or lacks sufficient evidence that the property serves as an important symbol or landmark of the community.</p> <p>-Applicant is indifferent to showcasing final project to state representatives.</p> <p><i>25-50 points</i></p>	<p>-Project includes adequate evidence of prior planning and evidence that it's been identified as part of the community's long-term goals. Documentation from adopted plans or meeting minutes are included and evoke some confidence in the community engagement process.</p> <p>-The application illustrates adequate elements that do/will engage the public's support but could benefit from additional information.</p> <p>-The application adequately demonstrates how the project would be of public benefit and/or provides evidence that the property serves as an important symbol or landmark of the community.</p> <p>-Applicant is willing to showcase final project to state representatives but does not include a plan for doing so.</p> <p><i>51-75 points</i></p>	<p>-Project includes extensive evidence of prior planning and has clearly been identified as part of the community's long-term goals. Comprehensive documentation from adopted plans or meeting minutes are included.</p> <p>-The application illustrates exceptional public engagement and/or support. This is an outstanding example of the kind of project we want to support with this program.</p> <p>-The application undoubtedly demonstrates how the project would be of public benefit and/or provides evidence that the property serves as an important symbol or landmark of the community.</p> <p>-Applicant is willing and excited to showcase final project to state representative and has a plan or event in mind for doing so.</p> <p><i>76-100 points</i></p>	<p>out of 100</p>
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<p><b>Building Use</b></p> <p><i>30 Points</i></p>	<p>-The building is currently vacant with no plan for future use and no confirmed tenants (including non-profit organizations) after work is completed.</p> <p>-Based on our understanding of the proposed project area, the project is in no way well positioned to achieve the goals of this program.</p> <p><i>0–8 points</i></p>	<p>-The building is currently vacant with a plan for future use but no confirmed tenants (including non-profit organizations) after work is completed.</p> <p>-Based on our understanding of the proposed project area, the project is not very well positioned to achieve the goals of this program.</p> <p><i>9–16 points</i></p>	<p>-The building is currently occupied, or has a committed tenant, and is either income producing or occupied by a non-profit organization but isn't located within a downtown or commercial district.</p> <p>-Based on our understanding of the proposed project area, the project is adequately positioned to achieve the goals of this program.</p> <p><i>17–24 points</i></p>	<p>-The building is currently occupied, or has a committed tenant, and is either income producing or occupied by a non-profit organization and is located within a downtown or commercial district.</p> <p>-Based on our understanding of the proposed project area, the project is exceptionally positioned to achieve the goals of this program. The proposed program area has character, and the existing/potential business mix seems sound.</p> <p><i>24-30 points</i></p>	<p>out of 30</p>
<p><b>Private Sector Support</b></p> <p><i>25 Points</i></p>	<p>-The matching funds do not exceed the grant request, and fails to demonstrate that state funds would leverage a higher percentage of private investment.</p> <p><i>-0–4 points</i></p>	<p>-The matching funds minimally exceed the grant request, and minimally demonstrates that state funds would leverage a higher percentage of private investment.</p> <p><i>5–10 points</i></p>	<p>-The matching funds exceed the grant request, and adequately demonstrate that state funds would leverage a higher percentage of private investment.</p> <p><i>11–15 points</i></p>	<p>-The matching funds far exceed the grant request, and clearly demonstrates that state funds would leverage a higher percentage of private investment.</p> <p><i>16-25 points</i></p>	<p>out of 25</p>

<p><b>Case Statement/Need</b></p> <p><i>20 Points</i></p>	<p>-The application does not make a compelling case as to why this project is important to the community, nor does it convey enthusiasm and make us want to fund the program.</p> <p>-The application sheds no light on the value the project brings to the community.</p> <p>-The person writing the application does not “sell” the project, and if we don’t fund it, it’s hard to see that there will be much negative impact.</p> <p><i>0–3 points</i></p>	<p>-Based on the application, we can see that this project has merit.</p> <p>-The application sheds some light on the value the project brings to the community.</p> <p>-While the enthusiasm factor might not be the highest, we can tell that the project will create impact.</p> <p><i>4–8 points</i></p>	<p>-The application makes a compelling case as to why the project is important and clearly defines the impact it will have on the community.</p> <p>-The application conveys a strong sense of enthusiasm and excitement.</p> <p>-We know that if we fund this project, the applicant will carry it out with a sense of purpose and will create meaningful impact and/or engagement.</p> <p><i>9–13 points</i></p>	<p>-The application makes clear that this is a project we must fund.</p> <p>-The applicant demonstrates how the project will provide the community with essential and impactful efforts related to downtown revitalization.</p> <p>-The proposal leaves no doubt as to the value of the project and is an essential part of the community’s plan to increase quality of life in the downtown.</p> <p><i>14–20 points</i></p>	<p>out of 20</p>
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**Additional Factors**

Factor	Considerations	Points Awarded
<p><b>Discretionary</b></p> <p><i>5 Points</i></p>	<p>Award up to five points if you feel that the application signifies notable representation of need; preservation or economic development effort; or financial capacity that goes beyond the minimum request in the application. Please provide a rationale for the points here:</p>	<p>out of 5</p>
<p><b>Add together the points you assigned for each of the core components and factors listed above and enter the total to the right.</b></p> <p style="text-align: right;"><b>This is your final score.</b></p>		<p><b>out of 305 potential points</b></p>

**Comments:**