

Memorandum



To: Laura Jackson, DFA Executive Director
Paula DeYoung, CCID Project Director
Gilda Reyes, CCID Program Director

From: WEI-AJA Project Team

Date: January 7, 2019

Re: CCID Project Prioritization Methodology

A prioritization methodology framework was created to help the Department of Finance and Administration (DFA) to evaluate and prioritize candidate projects for inclusion in the CCID Master Plan. The prioritization framework provides a consistent method to aid DFA in identifying projects to fund in each year of the plan. The following is the list of project evaluation criteria developed for the CCID Master Plan.

- 1. Proximity and Access to State Facilities** – Projects will be rated and scored based on their proximity and access (direct or indirect) to State properties. A project that provides direct access to multiple State properties would receive a high rating, and a project that does not access or service any State properties would receive a low rating.
- 2. Stakeholder Priority** - Projects will be rated and scored on consistency with priorities expressed by stakeholders either during CCID stakeholder interviews or identified in existing plans.
- 3. Immediate Impact** – Projects will be rated and scored based on factors such as project readiness, implementation timeline, and visible impacts. A project that is “shovel ready” or anticipated to be highly visible to the public and perceived as a significant improvement to infrastructure will rank higher than a project that would be barely visible or noticed by the public.
- 4. Economic and Community Impact** – Projects will be rated and scored based on their expected economic and community benefits. A project that is generally expected to improve quality of life throughout the district, improve economic development potential along a major corridor, and improve access to major employment centers or regional tourist destinations, would rank highest.
- 5. Public Health and Safety** – Projects will be rated and scored based on extent to which the project will address and mitigate risks to public health and safety. A project that promotes multi-modal access to parks and civic amenities, improves quality of water and sewer service, or improves safety by reducing vehicular/pedestrian/bicycle conflicts, would rank highest.

- 6. **Condition and Level of Service** – Projects will be rated and scored on the extent of improvement to the condition of the facility. A project that improves a facility that is in poor condition or has reached the end of its useful life, would rank higher than a project which improves a facility that is in good or fair condition.
- 7. **Funding Source** – Projects will be rated and scored on whether another entity or entities can partially fund the project, and on the percentage of the project that can be paid for with non-CCID funds. For example, a project that can be funded 50% with non-CCID funds from another entity, would rank higher than a project that will be funded entirely from the CCID Project Fund.

Using the above criteria, the first step in prioritizing candidate projects is for DFA to rank each candidate project on a scale of 1 to 10 for each of the criteria. Second, a weight is applied to each criteria based on predetermined multipliers that reflect the priorities of the DFA for that evaluation period. These weights would be applied uniformly to all candidate projects for each evaluation period. The candidate projects are to be placed into a scoring matrix similar to Table 1:

Table 1 - Scoring Matrix

Criteria	Weight	Project 1		Project 2		Project 3	
		Rating	Score	Rating	Score	Rating	Score
Proximity and Access to State Facilities	30	5	150	8	240	10	300
Stakeholder Priority	5	8	40	10	50	8	40
Immediate Impact	10	5	50	10	100	8	80
Economic / Community Impact	10	6	60	8	80	5	50
Public Safety	15	10	150	10	150	5	75
Condition and Level of Service	25	8	200	10	250	5	125
Funding Source	5	0	0	10	50	0	0
SUBTOTAL			650		920		670
DISCRETIONARY ADJUSTMENT			0		0		100
TOTAL POINTS			650		920		770

The weights are multiplied by the rating for each project to determine the overall score. A discretionary point adjustment can also be applied to any project by DFA based on additional needs or priorities for that evaluation period. A minimum Project Score of 700 is needed for inclusion in the CCID Master Plan. Using the above example, the minimum 700 points needed for inclusion means that Project 1 would not be included in the Plan.

The scoring matrix is intended as a tool to assist DFA in prioritizing projects each year; however, the projects that are selected by DFA may not be implemented in order of the final scores. The Master Plan will be reevaluated by DFA annually, with projects added or removed and scored for prioritization each year.