

## Municipalities for Climate Innovation Program

### SCORECARD: Climate Change Mitigation Studies

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#### 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 studies in the **mitigation stream** for consideration by FCM. Two types of study are eligible for funding: feasibility studies and operational studies.

#### Evaluation and scoring system

Plans and studies are evaluated against the three criteria outlined in the table below.

##### Evaluation criteria and points allocation for plans and studies

Evaluation Criteria	Points
Potential to reduce GHG emissions (mitigation)	40
Alignment with municipal priorities and local context	30
Project management	30
<b>TOTAL</b>	<b>100</b>

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 GHG emissions (mitigation) (40 points)

FCM seeks to fund GHG emission reduction studies that help support municipalities in effectively evaluating the options to meet challenging but achievable GHG reduction targets at the corporate (Appendix 1) or community level.

What is the potential of your project to reduce GHG emissions? (Section B2 of the application form). Use the following scale to assess your initiative.

Scale	Description	Score
<b>A</b>	<ul style="list-style-type: none"> <li>There are significant gaps in the study methodology, as well as significant missed opportunities. Based on the information provided, the GHG emission reductions are unlikely to be achieved if the actions being studied were implemented.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>There are unacceptable negative environmental impacts associated with this project.</li> </ul>	<b>0</b>
<b>B</b>	<ul style="list-style-type: none"> <li>The proposed study is based on questionable assumptions, there are gaps in the methodology or the initiative is unlikely to lead to a reduction in GHG emissions.</li> </ul>	<b>5</b>
<b>C</b>	<ul style="list-style-type: none"> <li>The proposed study has potential to lead to a reduction in GHG emissions.</li> <li>The assumptions made in the methodology of the study are reasonable and robust (in line with industry best practices where they exist).</li> <li>There is minimal potential for other negative environmental impacts as a result of implementing the actions being studied.</li> </ul>	<b>30</b>
<b>D</b>	<p>AND</p> <ul style="list-style-type: none"> <li>The proposed study has good potential to lead to a reduction in GHG emissions and is supported by effective collaboration across relevant municipal units and appropriate public engagement.</li> <li>There are significant other environmental benefits that may be associated with the implementation of the actions being studied.</li> </ul>	<b>40</b>

## 2. Alignment with municipal priorities and local context (30 points)

FCM seeks to fund initiatives that advance the lead municipality's priorities and are also 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 B3 of the application form.) Use the following scale to assess the initiative.

Scale	Description	Score
A	<ul style="list-style-type: none"> <li>The project is not aligned with the broader municipal or regional environmental policy and governance considerations.</li> </ul>	0
B	OR <ul style="list-style-type: none"> <li>The project is somewhat supported by municipal or regional policies, plans and programs or by other documents.</li> <li>The project seems somewhat appropriate for the municipality's adaptation needs but there are gaps.</li> </ul>	17.5
C	AND <ul style="list-style-type: none"> <li>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.</li> <li>The project is appropriate for the size and scale of municipality.</li> </ul>	22.5
D	AND <ul style="list-style-type: none"> <li>The proposed study has good potential to lead to a reduction in GHG emissions and is supported by effective collaboration across relevant municipal units and appropriate public engagement.</li> <li>One of the following benefits is anticipated with the implementation of the study:               <ul style="list-style-type: none"> <li>alignment with current asset management priorities</li> <li>significant additional environmental, social and economic benefits</li> <li>reduction in vulnerability to climate change</li> </ul> </li> </ul>	30

### 3. 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 B4 of the application form.) Use the following scale to assess your initiative.

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

## Appendix 1: GHG emission reduction targets

Project type	Target
Retrofit of municipal facilities OR Change in municipal processes (e.g. optimization of a drinking water treatment plant)	50% reduction in GHG emissions from an existing baseline  Two-thirds of the reduction must come from efficiency measures and up to one-third may come from renewables.
District energy systems (retrofit)	50% reduction in GHG emissions from an existing baseline
Wastewater treatment plants (retrofit)	50% reduction in GHG emissions from an existing baseline
Municipal solid waste — anaerobic treatment or biodigestion (new or retrofit)	50% reduction in GHG emissions from an existing baseline GHG emissions are calculated from a baseline scenario of landfill gas released into the atmosphere without being destroyed or combusted.
Landfill gas capture (new or retrofit)	Capture 60% of all emissions from the site.  GHG emissions are calculated from a baseline scenario of landfill gas released into the atmosphere without being destroyed or combusted.
Transportation — municipal fleets (new or retrofit)	20% reduction in GHG emissions from an existing baseline (or projected emissions in the case of new transit developments)
Community initiatives	No minimum target The initiative: <ul style="list-style-type: none"> <li>• maximises local GHG reduction opportunities</li> <li>• improves the uptake of renewable energy</li> <li>• promotes new financial options to facilitate energy efficiency</li> <li>• considers efficiency measures before renewable options</li> <li>• develops methods and actions to complement municipal initiatives</li> </ul>
Operational studies	No minimum target