



## Project Intake Form Scoring Criteria

This PDF document outlines the scoring categories used to evaluate all Project Intake Forms. Read carefully through each of the categories to understand how your PIF will be scored

<b>Category</b>	<b>Description</b>
Legal Mandates	This category addresses the necessity of the project based on legal requirements and potential liabilities. It includes an evaluation of whether the project is mandated by state, federal, or local laws. Additionally, this category requires documentation from a qualified engineer or fire department professional that outlines any significant legal risks associated with not undertaking the project. This ensures that all legal obligations are met, and that the organization is protected from potential legal consequences.
Life, Health, and Safety or Code	The focus here is on the immediate and long-term health and safety benefits associated with the project. It examines whether the project contributes to creating a safer environment and evaluates the potential risks if the project is not funded. This includes assessing the impact on infrastructure safety and public health, considering the broader implications of both investing in or not investing in the project. The goal is to prioritize initiatives that protect and enhance the well-being of individuals and the community.
Preventing Damage or Loss of Use	This category evaluates the current condition of spaces, equipment, or infrastructure to determine the urgency of renovation, replacement, or disposal. It focuses on identifying critical areas where proactive action is necessary to prevent failure and avoid costly damage or loss of functionality. The objective is to strategically time improvements, such as replacing a chiller, boiler, or roof, before they compromise the integrity of the rest of the building, thereby minimizing costs and ensuring continued usability.
Program Driven	This category focuses on projects designed to enhance the institution's core objectives. It also considers whether the project can reduce operating costs, leverage external funds, or improve overall efficiencies. A key criterion is the alignment of the project with the University's mission, ensuring that it directly supports the institution's long-term goals and values.
Sustainability (Best Foot Forward)	This category evaluates projects based on their potential to optimize space utilization, enhance the student experience, and improve overall quality. Environmental impact is a key factor, with a focus on initiatives that improve air and water quality, reduce greenhouse gas emissions, or incorporate sustainable technologies such as geothermal exchange (Geo-Ex) and photovoltaic systems (PV) into building renovations. The goal is to ensure that projects contribute to a more sustainable and high-quality campus environment.
Efficiency and Effectiveness	This category focuses on evaluating the cost-effectiveness and overall impact of the project. It examines whether the proposed solution is the most efficient way to address the department's specific problem and assesses its coordination with other projects to maximize effectiveness. The category also considers whether the project effectively resolves the identified issue and explores the potential for alternative solutions that could be more creative or cost-effective. The aim is to ensure that resources are used wisely to achieve the best possible outcomes.