

DATA DOCUMENT



TBL TOOL DATA REQUIREMENTS



JANUARY 2014

TBL TOOL DATA DOCUMENT: VERSION 1.0

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I. OVERVIEW

This document is intended to facilitate users of the TBL Tool in collecting and entering information that is needed to generate a project's TBL score. This document presents each of the TBL Tool questions in the order they appear in the tool, as well as the corresponding "information bubble" for each of the questions. The document is lengthy because it provides the scoring options and supplemental information for each question in the TBL Tool. A summary of data requirements without the scoring options and contents of the "information bubbles" is provided in Section V if you would prefer to work with a simple list of questions. Also, note that the questions that are not applicable to your project will not appear when you navigate through the tool nor will they affect your score. For example, questions about affordable housing units won't apply to a project that does not include housing.

In this section we provide key information that you need to work with the TBL Tool. The tool questions and response options are provided in the next section, followed by information about generating and using scores. Companion information that may be useful to you includes the TBL Tool orientation video and the TBL Tool User's Guide posted on the website (tbltool.org).

Browser Requirements and Time Outs

The TBL Tool works on Mozilla Firefox, Google Chrome, and Internet Explorer 8 and above. You may need to upgrade your browser or download a free browser in order to have the optimal experience with the TBL Tool. Also, if your browser is left open but is not used for a while your session will "time out." You should be able to continue by logging out and then logging back in.

Logging on to the TBL Tool

To generate a project's TBL score you will first create an account by defining a user name and password. You will use this account to store information for all projects that you are scoring. You will use this user name and password any time that you log on to your account and work with project information. Account and project information cannot be viewed by the public.

Entering Data and Working with Project Files

To begin entering data for a new project or continue working on an existing project proceed to the *Calculate* area of the TBL Tool. There you may create a new project or access an existing project. Open an existing project by selecting the project of interest from the pull-down menu in the *Specify Location* area of the navigation bar. The project will open and you can now use the navigation bar to move to the section(s) of interest. Throughout the tool, a click on the blue "information bubble" provides definitions, instructions, and answers to questions that you may have. Detailed information about measures, data, scoring, and development process can be found in the TBL Tool [User's Guide](#) posted on-line.

The information required to score a project is grouped into six sections. You can move back and forth between sections and edit responses. Your work is saved as you proceed through the TBL Tool. If you change the response to a question for a project, that information will be saved and the project scores and report will recalibrate. To compare different versions of a project (answers and scores) you will create two separately named versions of the project. To do this, create a new version of the project by clicking on the “save as” button. Creating another (comparison) version of a project is not the same as renaming a project. Once a project file is open you may rename or delete the project by clicking on the corresponding button. Note that if a measure does not apply to your project then the questions for that measure will not appear and there will be a skip pattern in the numbering.

Generating and Accessing a TBL Project Report

The TBL Tool generates both a summary and detailed project report. A TBL project score is generated when all of the information for a project has been entered. If the project information is incomplete the tool will generate a working report that displays the information entered thus far, and scores for the corresponding measures; the working report will not include an overall project score.

To access the *PDF version* of a project report proceed to the *Calculate Your TBL* section of the tool, select the project of interest from the dropdown menu on the *Specify Location* section of the navigation bar, and then click on the PDF icon to the right of the project name.

To access the *online version* of a project report proceed to the *Calculate Your TBL* section of the tool, select the project of interest from the dropdown menu on the *Specify Location* section of the navigation bar, and then click *Generate TBL or Access TBL Report*.

Geographies and Types of Projects to Which the TBL Tool Applies

Economic development projects that do not have a specific location or address (e.g., a citywide conservation program) cannot be evaluated in this version of the TBL Tool. In addition, the tool cannot be applied to the U.S. Territories or non-U.S. locations at this time due to data limitations (Puerto Rico Guam, Marianas, US Virgin Islands, or American Samoa). We are considering these functionalities for future upgrades to the tool.

II. MAPPING SECTION

Project boundaries are identified in the mapping section of the tool. A brief video demonstrating how to create your map is included on the mapping page. An image of the initial mapping page is below, followed by an example of a map with project boundaries drawn. Note that you can click on the map legend to see whether your project may be located in or near a sensitive natural resource. Project size is limited to 5 square miles due to database requirements.

HOME

ABOUT THIS TOOL

CALCULATE YOUR TBL

CASE STUDIES

FEEDBACK

Specify Location

Answer
Questions:

Investment

Industry, Jobs
and Wages

Construction &
Operations

Placemaking
and Accessibility

Governance

Generate TBL or
Access TBL Report

1 [Create new project](#) or [access existing project](#):

My Saved Projects

2 Enter a location in the search box below and click Go,
or zoom the map to your project area. ([Help Video](#))



Enter Address, City, County, State, or Zip

GO

[Reset Map](#)

3 [Click here](#) to draw the boundaries of
your project.

Click an item below and the
map will show whether your
project might be in or near
the sensitive resource.

- ☐ Flood Zones [i](#)
- ☐ Critical Habitat [i](#)
- ☐ Wetlands [i](#)
- ☐ Water Bodies [i](#)
- ☐ Prime Farmland [i](#)
- ☐ Forest Land [i](#)
- ☐ Protected Areas [i](#)
- ☐ Steep Slopes [i](#)

Zoom in to view sensitive
lands on the map.

[Clear](#)



Need Help? Contact info@tbltool.org

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This project is supported with funding from the U.S. Economic Development Administration.



Specify Location

Answer
Questions:

Investment

Industry, Jobs
and Wages

Construction &
Operations

Placemaking
and Accessibility

Governance

Generate TBL or
Access TBL Report

1 Create new project or access existing project:

My Saved Projects

Current Project: TBL Tool Sample Project

([Save As](#)) ([Rename](#)) ([Delete](#))

2 Enter a location in the search box below and click Go,
or zoom the map to your project area. ([Help Video](#))



Enter Address, City, County, State, or Zip

GO

[Reset Map](#)

3 [Click here](#) to draw the boundaries of your project.

Click an item below and the map will show whether your project might be in or near the sensitive resource.

- ☐ Flood Zones
- ☐ Critical Habitat
- ☐ Wetlands
- ☐ Water Bodies
- ☒ Prime Farmland
- ☐ Forest Land
- ☐ Protected Areas
- ☐ Steep Slopes
- ☒ Prime Farmland

[Clear](#)

4 Click **NEXT >>** to continue.

Edit Boundary

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III. DETAILED DATA SECTIONS

After defining the project’s boundaries, you will be asked to answer a series of questions about the project. The TBL Tool questions appear in a user-friendly web-based format.

The following data table includes the TBL Tool Version 1 questions, as well as response and scoring options. We have also provided the “info bubble” contents to help answer questions that you may have. Note that some of the questions are scored as bonus points or for information purposes only and are not included as part of the core TBL score (i.e., not penalized if the item is not addressed by the project). In addition, items that are not relevant to a specific project are not included in the score (e.g., affordable housing is not part of score if the project does not have a housing component). Finally, please recall that the questions will have a different appearance in the easy-to-navigate web-based interface.

A. INVESTMENT	Answer Options
1. Please provide a brief description of your project (500 character maximum).	

<p>2. What type of economic development project is being proposed? Check the box or boxes that best represents your economic development project. If your project includes more than one project type, check all that apply.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Business Incubator <input type="checkbox"/> Business or Industrial Park <input type="checkbox"/> Culture, Parks, Recreation, or Tourism <input type="checkbox"/> Education <input type="checkbox"/> Health Care <input type="checkbox"/> Housing <input type="checkbox"/> Infrastructure serving a specific economic development project (e.g., a road to a technology park or a water treatment for a manufacturing facility) <input type="checkbox"/> Infrastructure serving a general area (e.g., a trail system or a sewer plant expansion serving the community) <input type="checkbox"/> Information Services <input type="checkbox"/> Manufacturing/Industrial <input type="checkbox"/> Mixed Use Development <input type="checkbox"/> Natural Resources (Agriculture, Energy, Forestry, Fisheries, Mining) <input type="checkbox"/> Office <input type="checkbox"/> Retail <input type="checkbox"/> Research and Development <input type="checkbox"/> Wholesale/Distribution <input type="checkbox"/> Workforce Development/Training <input type="checkbox"/> Other – please describe 	
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<p>3. What is the total project cost?</p> <p>For capital projects, total project costs are the hard and soft costs directly contributing to completion of the capital project. If the project being proposed is an infrastructure investment directly serving a planned economic development project (e.g., a road to a new tech park, water treatment for a new manufacturing facility), please use the total cost of the project that the infrastructure is designed to serve. For non-capital projects, total project costs are the hard and soft costs incurred for the specific project period.</p> <p>Hard costs may include land or building acquisition, site preparation and mitigation, construction, equipment, infrastructure and utilities directly contributing to the project. Land cost is the purchase price or, if donated, the assessed value of land donated -- with zero as the minimum (i.e., no negative value if the site is a brownfield). Soft costs may include assessments and studies, professional services (e.g., architectural, engineering, legal), inspections, permits, insurance, financing, and operating costs for non-capital project.</p> <p>① Project Costs: Project costs and leverage are displayed in the project report because this information is useful to many investors and decision-makers; however, this information is not used in the project scoring because it is not directly tied to triple bottom line impact. The report displays two types of leverage: private dollars invested per public dollar invested, and additional dollars of investment per dollar of funder's investment.</p> <p>Tax reductions and incentives (e.g., capping increases in assessed value of property) are not included in project costs because they are not a direct outlay contributing to completion of the project. However, tax reductions and other incentives can significantly impact the triple bottom line of the project over time and should be accounted for in the TBL Tool in the fiscal impact measure (positive, neutral, or negative impact), and the accountability measure (agreements in place that link incentives or payments with performance).</p>	<p>\$ _____</p>
<p>4. What amount of total project costs, if any, will be paid for with private investment?</p> <p>Private investment includes loans, grants, developer contributions, other private equity, and in-kind contributions from non-public sources. If this application is for private funds, include the requested amount in this figure (e.g., if this request equals \$100,000 and \$400,000 of other private funding is being contributed, then the total private investment figure that you should enter in the Tool is \$500,000). If the project funding includes tax credit financing (e.g. New Markets Tax Credit, Historic Tax Credit, Low Income Housing Tax Credit) the dollar amount of the funding request should be included here as part of the private investment share of total project costs. For example, if the project will receive \$200,000 of tax credit financing from a Certified Development Entity (CDE) the \$200,000 is included here. If there is no private investment, enter "0."</p> <p>① Private Investment: The ratio of private to public funding is displayed in the project summary report because this information is useful to many investors and decision-makers. The information is not part of the overall project score because there is no empirical tie to the bottom line (e.g., no definition of a "good" or "bad" mix of public/private investment). In many instances, public-private</p>	<p>\$ _____</p>

<p>financing partnership is essential to project viability. This is particularly the case when a project serves important public objectives but has low financial returns (e.g., infrastructure, affordable housing), or when there is a higher than average degree of risk or cost (e.g., regeneration area). At the same time, fiscal responsibility and stewardship of public dollars suggests that due diligence be given to ensure that the level of private investment is appropriate to the context. Thus, this information is provided as an FYI.</p> <p>If the project funding includes tax credit financing (e.g. New Markets Tax Credit, Historic Tax Credit, Low Income Housing Tax Credit) the dollar amount of the funding request should be included here as part of the private investment share of total project costs. For example, if the project will receive \$200,000 of tax credit financing from a Certified Development Entity (CDE) the \$200,000 is included here.</p>	
<p>5. What amount of total project costs, if any, will be paid for with public investment?</p> <p>Public investment includes local, regional, state, and/or federal contributions to hard and/or soft project costs, excluding tax incentives. If this application is for public resources, include the requested amount in this figure (e.g., if this request equals \$100,000 and \$400,000 of other public funding is being contributed, then the total public investment figure that you should enter in the Tool is \$500,000). If there is no public investment, enter "0".</p> <p>① Public Investment: The ratio of private to public funding is displayed in the project summary report because this information is useful to many investors and decision-makers. However, the information is not included in the overall project score because there is no empirical tie to the bottom line (e.g., no definition of a "good" or "bad" mix of public/private investment). In many instances, public-private financing partnership is essential to project viability. This is particularly the case when a project serves important public objectives but has low financial returns (e.g., infrastructure, affordable housing), or when there is a higher than average degree of risk or cost (e.g., regeneration area). At the same time, fiscal responsibility and stewardship of public dollars suggests that due diligence be given to ensure that the level of private investment is appropriate to the context. Thus, this information is provided as an FYI.</p> <p>If the project funding includes tax credit financing (e.g. New Markets Tax Credit, Historic Tax Credit, Low Income Housing Tax Credit) the amount requested of the funder is included above with total <i>private</i> investment. The cost to society of foregone tax revenue is important to consider but is not counted here as a direct expenditure contributing to completion of the project. Similarly, tax reductions (e.g., capping increases in assessed value of property, tax credits) are not included in total project costs because they are not a direct outlay contributing to completion of the project. Tax incentives can significantly impact the triple bottom line and are accounted for in the tool in the fiscal impact measure (positive, neutral, or negative impact), and the accountability measure (agreements in place that link incentives or payments with performance).</p>	<p>\$ _____</p>

<p>6. What amount of funding are you requesting from this organization/investor?</p> <p>Enter the amount of investment (e.g., loan, equity, grant) that is being requested. If no funding is being requested (e.g., review or approval by a planning agency), enter “0”.</p> <p>① Funding Request: The funding request and leverage are displayed in the project summary report because this information is useful to many investors and decision-makers; however, this information is not used in the project scoring because it is not tied to triple bottom line impact. The funding leverage is the amount of additional investment per dollar of funder’s investment.</p> <p>If the request is for tax credit financing (e.g., New Markets Tax Credit, Historic Tax Credit, Low Income Housing Tax Credit), the figure entered here is the loan/equity investment (e.g., gap financing) being requested of the funder. For example, a developer with a \$10 million project that has secured \$2 million of private equity, \$5 million of commercial debt, and \$1.5 million in TIF funding (\$8.5 million of \$10 million), might be requesting \$1.5 million of tax credit financing to fill his or her gap.</p>	<p>\$_____</p>
<p>7. Has a Pro Forma been conducted by a qualified professional analyst that demonstrates financial viability of the project?</p> <p>① Financial Viability of Project: A project earns 100 points if a pro forma has been completed by a qualified professional analyst and demonstrates financial viability of the proposed investment. No points are earned if a pro forma by a qualified professional analyst has not been conducted that demonstrates financial viability of the proposed investment.</p> <p>A pro forma provides financial projections for a project’s expected revenues and expenses. Assumptions used in creating the projections should be disclosed and conservative estimates used. This important due diligence procedure is designed to assess profitability of the investment, a key component of triple bottom line performance.</p>	<p>Yes No NA</p> <p>If NA, please explain.</p>
<p>8. Does the investment include a program or policy to prioritize or encourage the purchase of goods and services from businesses that are owned and operated in the metropolitan area, micropolitan area, or county in which the project is located (i.e., supports retention of dollars in the local economy)?</p> <p>① Support for Local Businesses: This measure assigns 100 bonus points if there is a program or policy in place to prioritize or encourage the purchase of goods and services from businesses that are owned and operated in the metropolitan area, micropolitan area, or county in which the project is located (i.e., supports retention of dollars in the local economy when appropriate). No bonus points are earned if there is not a program or policy.</p> <p>Purchasing goods and services from local merchants can be an effective way to inject dollars into the local economy, thereby helping to keep businesses open, people employed, and streetscapes vibrant. Determining when to patronize locally owned and operated businesses will depend upon the context. For example, if the local option for a given good or service has significantly higher costs or lower quality, then impacts to competitiveness or satisfaction suggest that the non-local option may be preferable. This measure aims to support local economic vitality by encouraging consideration of local impacts of purchase decisions. Additional information about this measure can be found in the TBL Tool User’s Guide posted on the TBL Tool website.</p>	<p>Yes No Don’t Know</p>

B. INDUSTRY, JOBS & WAGES

Direct Jobs

This section provides information about the sector(s) and jobs that are part of this project. The first set of questions pertains to direct jobs created and/or retained. A series of pull down menus allow the user to identify the industry or industries that are a part of this project. Information may be entered for up to 5 sectors (industries). If the project includes more than 5 industries, please select the top 5 by number of direct jobs created or retained. If this is an infrastructure investment directly serving an economic development project (e.g., road to tech park, water treatment for manufacturing facility) please enter the industry or industries and jobs for the project that the infrastructure is designed to serve.

NAICS code information can be found at <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012> and <http://www.census.gov/eos/www/naics/>.

For each project industry identified, enter the number of direct jobs created and/or retained when the project is complete. This figure includes part-time and seasonal employees. Enter jobs as FTE (full-time equivalents), which is based on a 40 hour per week workload (2080 hours per year). An employee working 20 hours per week is considered .50 FTE, while two employees each working 20 hours per week equal 1.0 FTE. **Do not** include construction jobs, as those are counted elsewhere. If your project includes more than five industries please note that in our feedback survey so we can consider adjustments to future upgrades to the tool.

1. Direct (non-construction) jobs

	Industry Name	NAICS Code	# of FTE direct jobs created and/or retained
Industry 1			_____jobs
Industry 2			_____jobs
Industry 3			_____jobs
Industry 4			_____jobs
Industry 5			_____jobs

① Direct Jobs

Information regarding direct permanent job creation and retention is reported in order to provide a sense of expected impact. The information is not included in the project's TBL score because there is no standard for defining a "good" or "bad" number of jobs created and retained. The number of jobs per sector is identified because some of the tool calculations consider impacts by industry (wages, industry eco-efficiency, and environmental health). The standard for categorizing businesses by sector or industry is the North American Industry Classification System (NAICS) (<http://www.census.gov/eos/www/naics/>). NAICS codes begin at the two-digit level, with further specification of subsectors provided up to the six-digit level. For example, 31 manufacturing, 311 food manufacturing, 3112 grain and oilseed milling, 31121 flour milling and malt manufacturing, and 311212 rice milling. For most industries, the user is asked to provide the three-digit level. Retail and wholesale stop at the two-digit level, while a few others go one or two levels deeper. The level of NAICS requested is determined based on the level of variation in environmental impact that occurs in the sector (i.e., more detailed information is only requested when impacts vary widely among the subsectors of an industry) and wage data availability (i.e., county level data is often not available below the three digit level). Up to five industries may be identified for a project. If the project includes more than five industries, the top five with respect to job creation and retention should be entered. Documentation for the created and retained jobs should be available. Jobs performed by independent contractors can be included in the jobs figure and should be noted in the documentation.

Sample NAICS Code Entry: An example of the pull down interface is below. If no direct jobs are entered then the Tool will skip to construction jobs.

THE
TRIPLE BOTTOM LINE
TOOL

Logged in as: hammerj@pdx.edu (Logout)

HOME

ABOUT THIS TOOL

CALCULATE YOUR TBL

CASE STUDIES

FEEDBACK

Specify Location

Answer Questions:

Investment

Industry, Jobs and Wages

Construction & Operations

Placemaking and Accessibility

Governance

Generate TBL or Access TBL Report

Project: TBL Tool Sample Project

Industry, Jobs & Wages

This section provides information about the sector(s) and jobs that are part of this project. The first set of questions pertains to direct jobs created and/or retained.

Using the pull down menus below, please select the industry or industries that are a part of this project. You can enter information for up to 5 sectors (industries). If your project includes more than 5 industries, please select the top 5 by number of direct jobs created or retained. If this is an infrastructure investment directly serving an economic development project (e.g., road to tech park, water treatment for manufacturing facility) please enter the industry or industries and jobs for the project that the infrastructure is designed to serve.

NAICS code information can be found at <http://www.census.gov/cgi-bin/sssd/naics/naicsrch?chart=2012>.

For each project industry identified, enter the number of direct jobs created and/or retained when the project is complete. This figure includes part-time and seasonal employees. Enter jobs as FTE (full-time equivalents), which is based on a 40 hour per week workload (2080 hours per year). An employee working 20 hours per week is considered .50 FTE, while two employees each working 20 hours per week equal 1.0 FTE. If your project includes more than five industries please note that in our [feedback survey](#) so we can consider adjustments to future upgrades to the tool. **Do not** include construction jobs, as those are counted elsewhere.

Direct (non-construction) jobs

1

Industry Name

Sub Industry

of FTE direct jobs created and/or retained

1-Industry:

22 - Utilities

221 - Utilities

32

jobs

2-Industry:

61 - Educational Services

611 - Educational Services

2

jobs

3-Industry:

56 - Administrative, Support, Waste Management, Remediation

562 - Waste Management and Remediation Services

10

jobs

4-Industry:

[Select an industry]

[Select a sub-industry]

jobs

5-Industry:

[Select an industry]

[Select a sub-industry]

jobs

	Answer Options
<p>2. Do you know the expected average annual wages for this project? Yes. No.</p> <p>If yes, a box appears – Please enter the expected average annual wage for the project’s direct jobs created and/or retained.</p> <p>If yes, this data is used to compare expected annual wages with overall county average wages. If no, the calculation is based on NAICS industry average wage for the county compared to county overall average.</p> <p>① Direct Jobs Average Annual Wages: Project average annual wages are compared to county average annual wages and 100 bonus points are assigned if the project wages are 120% or greater than county average. The calculation is made with the user defined average project wages or, if unavailable, the NAICS defined average project wage in the county. Average annual wages per NAICS are defined using the Bureau of Labor Statistics (BLS) Quarterly Census of Employment and Wages. Multiple NAICS are handled with weighting. For example, if the project includes three industries (A, B, C) and the industries provide 25%, 25%, and 50% of the jobs created and retained, respectively, then the average wage calculation is weighted accordingly (.25*average wage in A + .25*average wage in B + .50*average wage in C). When county average annual wages are not available for a NAICS the information is displayed as NA and does not affect the score.</p> <p>There is no penalty if the project does not provide greater than average annual wages because, in general ,it is better to generate some wages than none (e.g., taking some lower paying tourism jobs over no jobs at all). Also, the measure score is based on county and industry averages that may be too broad to accurately describe the project. Thus, while the TBL is defined as having good wages, projects do not lose points if the wages are not above average.</p> <p>Good wage jobs are favored because they generally have positive impacts to workers, employers, and the community at large. Well-paying jobs can contribute to community economic vitality by stimulating the economy, generating tax revenues, and reducing the need for public assistance. Further, reward for work is a basic tenet of our society, with the expectation that full-time employment is sufficient to meet basic needs. Additional information about this measure can be found in the TBL Tool User’s Guide posted on the TBL Tool website.</p>	<p>Yes</p> <p>No</p>
<p>3. What percent of the project's direct jobs are existing jobs that are being retained or relocated? If none, please enter “0”.</p> <p>① Job Creation: Information regarding direct permanent job creation and retention is reported in order to provide a sense of expected impact. The information is not included in the project’s TBL score because there is no standard for defining a “good” or “bad” number of jobs created and retained. New jobs created are reported separately from existing jobs retained or relocated.</p>	<p>____%</p>

<p>4. Will the number of jobs created or retained distinguish this project as a major employer in the area or have a particularly catalytic impact on employment in the area? An example of a catalytic project is an arts center that does not create a lot of direct jobs but is a destination of renown that greatly supports the creation of jobs in tourism and arts related businesses. Another example might be a small technical center that provides critical assistance to farmers throughout the region that sustains the farming economy.</p> <p>① Employment Impact: If the response to this measure is Yes (relatively large or uniquely catalytic impact on employment), a bonus score of 100 is earned. If the response is No (not a large or uniquely catalytic impact on employment), no bonus score is earned. Documentation to support the claim should be provided. This measure rewards projects that have a significant impact on job creation and retention but does not penalize projects that do not. The scoring accommodates diversity of context. For example, 10 jobs in a town of 5,000 may have a relatively large impact while 10 jobs in a city of 500,000 may not, or a catalytic investment may create few direct jobs but generate a significant number of jobs by expanding the customer base of related businesses. Additional information about this measure can be found in the TBL Tool User's Guide posted on the TBL Tool website.</p>	<p>Bonus: Yes</p> <p>Bonus: No</p> <p>If yes, please briefly explain how the project has a large or catalytic impact on employment.</p>
<p><i>The following questions pertain to the employee benefits associated with the project's direct jobs created and/or retained. While benefits are an important part of job quality, we understand that benefit information may not be readily available. Please answer this question to the best of your ability. Benefits associated with construction jobs are addressed in another section.</i></p>	
<p>5. What percent of the direct jobs created and/or retained do you anticipate will provide good quality employee benefits (e.g., sick days, vacation days, affordable health insurance, and retirement benefits).? If no employees will be eligible, please enter "0". If no direct jobs will be created and/or retained, enter NA.</p> <p>① Direct Jobs Quality Benefits: The percentage of direct employees of the completed project expected to receive good quality benefits is entered. Good quality benefits refer to the type of benefits (e.g., health coverage for employee and family, sick days and personal days, vacation days, retirement), as well as the accessibility and affordability of the coverage (e.g., employee contributions, co-pays). The percent entered is the score. The score is NA if no direct jobs.</p> <p>Along with good wages, employee benefits are an important aspect of job quality. Good quality benefits can foster workforce health and productivity, reduce financial burdens on taxpayers, and contribute to the attraction and retention of skilled workers. Additional information about this measure can be found in the TBL Tool User's Guide posted on the TBL Tool website.</p>	<p>% _____</p> <p>NA</p>

<p>6. Will the project have tenants (e.g., retail, office, business park, business incubator)?</p> <p>If answer is Yes, then following question appears.</p>	<p>Yes No</p>
<p>6.a. Will incentives be provided to tenants that offer good quality employee benefits (e.g., affordable health insurance, sick days, vacation days, retirement benefits)?</p> <p>① Incentives for Tenant Provision of Benefits: In many cases, direct permanent jobs are created by a tenant at the project location rather than directly by the facility owner (e.g., owner of office building or shopping center). In these cases, while the project owners do not control the amount or type of employee benefits provided, they may provide incentives to tenants to encourage the provision of quality benefit programs. A bonus score of 100 points is provided when investments that have tenants provide incentives for tenant provision of benefits. If tenant incentives are not offered or if this information is not known, there is no impact on the project score.</p>	<p>Yes No Don't Know</p>
<p><i>Please note whether any of the following agreements or programs to support employment access and advancement are in place for the direct jobs created and/or retained for this project. Opportunities associated with construction jobs are addressed in another section.</i></p>	
<p>7. Regarding equity and opportunity hiring goals for direct jobs created and/or retained: will there be an agreement to collaborate with relevant workforce development and/or community-based organizations to define hiring targets appropriate to the area's population and monitor performance (i.e., tracking baseline information, effort, requests and considerations, and results)? Select one of the options below.</p>	
<p><input type="radio"/> Yes, a binding agreement will be in place. Please identify primary partner organization(s).</p>	
<p><input type="radio"/> Yes, a non-binding agreement will be in place. Please identify primary partner organization(s).</p>	
<p><input type="radio"/> No agreement will be in place. Notes or comments if applicable.</p>	
<p><input type="radio"/> Not applicable - There will be no direct jobs created and/or retained.</p>	

<p>① Equity and Opportunity Hiring Goals - Direct Jobs: This measure considers the availability of career access and advancement opportunities that allow traditionally disadvantaged and underutilized members of society to build skills and contribute productively to society. Depending upon the community, these populations may include people of color, veterans, disabled individuals, women, youth, and individuals re-entering society from the justice system.</p> <p>Hiring goals and performance monitoring (i.e., tracking baseline information, effort, requests and considerations, and results) can facilitate improvements in employment access and advancement by defining desired outcomes and tracking progress. A range of strategies may be applied, including first source hiring agreements that provide target populations with effective notice of available positions along with exclusive consideration for a specific time period prior to open hiring. Well-designed and executed strategies can positively address barriers to employment entry and advancement. Hiring goals should be defined with relevant community and agency input in order to ensure that they respond to the unique context of the place and project.</p> <p>This measure considers whether agreements will be in place to collaborate with relevant workforce development and/or community-based organizations to define hiring targets appropriate to the area's population and to monitor performance. The parties to the agreement may vary with context and could include, for example, the developer and a community group, workforce agency, or funder. A project earns 100 points if binding agreements will be in place, 50 points if non-binding agreements will be in place, and 0 points if no agreement will be in place. Additional points are provided for the presence of binding agreements because they provide a higher degree of accountability.</p>	
<p>8. Regarding recruitment, training, and placement partnerships for direct jobs created and/or retained: will there be an agreement to partner with relevant community-based and/or public organizations to conduct recruitment, training, and placement that is appropriate to the defined target populations (e.g., organizations have demonstrated cultural competency, success training and placing traditionally disadvantaged or underutilized populations)? Select one of the options below.</p>	
<p><input type="radio"/> Yes, binding agreement will be in place. Please identify primary partner organization(s).</p>	
<p><input type="radio"/> Yes, non-binding agreement will be in place. Please identify primary partner organization(s).</p>	
<p><input type="radio"/> No agreement will be in place. Notes or comments if applicable.</p>	
<p><input type="radio"/> Not applicable - There will be no direct jobs created and/or retained.</p>	

<p>① Recruitment, Training, and Placement Partnerships - Direct Jobs: Improvements in employment access and advancement are facilitated when appropriate recruitment, training, and placement activities are in place. Outreach, intake, screening, and referral are more likely to be effective if they are tailored to the target audience and delivered through an organization with a proven track record demonstrating that they have the trust and skills necessary to successfully work with the target population.</p> <p>This measure considers whether agreements will be in place to partner with relevant community-based and/or public organizations to conduct recruitment, training, and placement appropriate to the defined target populations (e.g., cultural competency, success training and placing traditionally disadvantaged or underutilized populations). The parties to the agreement may vary with context and could include, for example, the developer and a community group, workforce agency, or funder. A project earns 100 points if binding agreements will be in place, 50 points if non-binding agreements will be in place, and 0 points if no agreement will be in place. Additional points are provided for the presence of binding agreements because this provides a higher degree of accountability.</p>	
<p>9. Regarding agreements to provide professional development and training for direct jobs created and/or retained: will there be an agreement to provide professional development and training on the job and/or through payment or reimbursement for continuing education (e.g., workshops, seminars, courses)?</p> <p>Select one response option from the list below.</p>	
<p><input type="radio"/> Yes, binding agreement will be in place. Please briefly explain.</p>	
<p><input type="radio"/> Yes, non-binding agreement will be in place. Please briefly explain.</p>	
<p><input type="radio"/> No agreement will be in place. Notes or comments if applicable.</p>	
<p><input type="radio"/> Not applicable - There will be no direct jobs created and/or retained.</p>	
<p>① Professional Development and Training - Direct Jobs: Career development requires both access and advancement opportunities. Investments in continuing education help individuals build skills necessary for advancement while increasing their contribution to organizational productivity and competitiveness.</p> <p>This measure considers whether agreements will be in place to provide professional development and training opportunities to employees. Examples of continuing education investments include partnerships with higher education institutions to facilitate skills development, on-going skills training on the job, and contributions toward continuing education (e.g., workshops, seminars, courses). The parties to the agreement may vary with context and could include, for example, the developer and a community group, workforce agency, or funder. A project earns 100 points if binding agreements will be in place, 50 points if non-binding agreements will be in place, and 0 points if no agreement will be in place. Additional points are provided for the presence of binding agreements because this provides a higher degree of accountability.</p>	

<p>10. Regarding opportunities for underrepresented businesses, will there be an agreement to utilize, mentor, or partner with underutilized businesses(es) for direct jobs created and/or retained?</p>	
<p><input type="radio"/> Yes, binding agreement will be in place. Please briefly explain.</p>	
<p><input type="radio"/> Yes, non-binding agreement will be in place. Please briefly explain.</p>	
<p><input type="radio"/> No agreement will be in place. Notes or comments if applicable.</p>	
<p><input type="radio"/> Not applicable - There will be no direct jobs created and/or retained.</p>	
<p>① Partnerships with Underrepresented Businesses - Direct Jobs:</p> <p>The opportunity to start and grow a successful business may be limited by exclusion from networks and capital necessary to compete. This measure aims to ensure that entrepreneurial talent can thrive and that diverse community members can successfully compete for business. Expanding business opportunity to underrepresented populations requires more than posting a public notice. Successful strategies are tailored to the community, building upon proven programs to utilize, mentor, contract with, or partner with underutilized businesses.</p> <p>This measure considers whether agreements will be in place to utilize, mentor, or partner with underutilized businesses. The parties to the agreement may vary with context and could include, for example, the developer and a community group, workforce agency, or funder. A project earns 100 points if binding agreements will be in place, 50 points if non-binding agreements will be in place, and 0 points if no agreement will be in place. Additional points are provided for the presence of binding agreements because this provides a higher degree of accountability.</p>	

Green Jobs	
<p>11. What percent of the project's direct jobs will produce green products or services? Green products and services include those that create energy from renewable sources; improve energy efficiency; reduce or remove pollution, waste, or greenhouse gases; focus on natural resource conservation (including organic agriculture and sustainable forestry); and/or increase environmental compliance, education or training. If none of the project's direct jobs produce green products or services, enter "0." Additional details can be found below and on the Bureau of Labor website (http://www.bls.gov/green/).</p> <p>① Green Products and Services: Goods and services that are designed to improve environmental quality, resource efficiency, and energy independence align job creation with natural resource stewardship in a unique way: not only are environmentally sensitive practices employed, the products themselves facilitate transition to a more sustainable future.</p> <p>Projects earn bonus points if some or all of the jobs created and/or retained pertain to one or more of the five green job categories defined by the United States Bureau of Labor Statistics (http://www.bls.gov/green/). A project earns 100 bonus points if the percent of jobs pertaining to green goods or services is 76 to 100 and 75 bonus points if the percent of jobs is 1 to 75. The scoring system is designed to accommodate diversity of project scale (e.g., 50% of 10 jobs versus 10% of 500 jobs) and to ensure that the bonus points do not move a project out of the highest scoring quartile (i.e., 75 bonus points is the minimum). This is a bonus point measure and projects whose jobs are not associated with green products or services are not penalized. As defined by the Bureau of Labor (http://www.bls.gov/green/#definition), green jobs are associated with the production of green goods and services and include:</p> <ul style="list-style-type: none"> • <i>Energy from renewable sources.</i> Electricity, heat, or fuel generated from renewable sources. These energy sources include wind, biomass, geothermal, solar, ocean, hydropower, and landfill gas and municipal solid waste. • <i>Energy efficiency.</i> Products and services that improve energy efficiency. Included in this group are energy-efficient equipment, appliances, buildings, and vehicles, as well as products and services that improve the energy efficiency of buildings and the efficiency of energy storage and distribution, such as Smart Grid technologies. • <i>Pollution reduction and removal, greenhouse gas reduction, and recycling and reuse.</i> Products and services that: <ul style="list-style-type: none"> ○ Reduce or eliminate the creation or release of pollutants or toxic compounds, or remove pollutants or hazardous waste from the environment. ○ Reduce greenhouse gas emissions through methods other than renewable energy generation and energy efficiency, such as electricity generated from nuclear sources. ○ Reduce or eliminate the creation of waste materials; collect, reuse, remanufacture, recycle, or compost waste materials or wastewater. • <i>Natural resources conservation.</i> Products and services that conserve natural resources. Included in this group are products and services related to organic agriculture and sustainable forestry; land management; soil, water, or wildlife conservation; and stormwater management. • <i>Environmental compliance, education and training, and public awareness.</i> These are products and services that: <ul style="list-style-type: none"> ○ Enforce environmental regulations. ○ Provide education and training related to green technologies and practices. ○ Increase public awareness of environmental issues. 	<p>% _____</p> <p>Don't Know</p> <p>Please briefly describe the green product or service.</p>

Construction Jobs	
<p>12. Will construction trade workers be employed as part of this project? If Yes, then the following questions appear.</p> <p>① Construction Jobs Information regarding construction jobs is reported in order to provide a sense of expected impact. The information is not included in the project's TBL score because there is no standard for defining a "good" or "bad" number of jobs created and retained.</p>	<p>Yes No</p>
<p>12.a. What will be the total construction hours for the project?</p> <p>① Construction Jobs - Total Hours Information regarding construction jobs is reported in order to provide a sense of expected impact. The information is not included in the project's TBL score because there is no standard for defining a "good" or "bad" number of jobs created and retained.</p> <p>The number of direct construction labor hours is entered. Construction jobs reported as full-time equivalent (FTE) can be converted by multiplying the FTE by 2,080 (full time hours per year). For example, 50 FTE construction jobs that will last one year are equal to 104,000 construction hours.</p>	<p>_____ hours Don't Know</p>
<p>12.b. What percent of the construction trade workers on the project will be covered by a legally binding agreement to properly classify construction employees and make certified payroll records available to a public entity or advisory body?</p> <p>① Construction Employee Classification This measure considers whether workers will be properly classified as employees and certified payroll records will be available to a public entity or advisory body. The figure entered for percent of construction employees covered is the score. This measure does not apply to the project score if there are no construction jobs/hours for the project.</p> <p>Proper classification of workers as employees promotes fair competition and ensures that payroll taxes, worker's compensation and other state- and federally-required funds are paid. When workers are misclassified as independent contractors rather than employees, contractors can unfairly compete by producing low bids achieved by passing costs on to workers and society at large. Making certified payroll records available is an important mechanism for demonstrating that workers are not misclassified as independent contractors or improperly paid.</p>	<p>_____ %</p>
<p>12.c. What percent of the construction trade workers on the project will be covered by a legally binding agreement to pay state defined prevailing wage rates for the trade or, where appropriate, "like pay" for the trade in the benefit area? Like pay refers to the average pay for the trade in the project area and may be an appropriate substitute for prevailing wage if the survey area establishing prevailing wage does not adequately reflect the project context (e.g., a rural project with wages set at a metro level).</p>	<p>_____ %</p>

<p>① Construction Job Wages</p> <p>This measure considers whether there will be a legally binding agreement to pay state defined prevailing wage rates for the trade or, where appropriate, "like pay" for the trade in the benefit area. Like pay refers to the average pay for the trade in the project area and may be an appropriate substitute for prevailing wage if the survey area establishing prevailing wage does not adequately reflect the project context (e.g., a rural project with prevailing wages set at a metro level). The figure entered for percent of construction employees covered is the score. This measure does not apply to the project score if there are no construction jobs/hours for the project.</p> <p>Prevailing wage standards establish a baseline for wages and benefits in construction that are unique to specific geographic locations. Prevailing wage is typically determined by conducting a survey of contractors and is usually set as either the median or modal package of wages and benefits. Prevailing wage requirements help reduce unfair bidding based on undercutting of standard wage and benefit packages in the region.</p>	
<p>12.d. What percent of the construction trade workers on the project will be covered by a legally binding agreement to provide health insurance benefit options?</p> <p>① Construction Job Health Benefits</p> <p>This measure considers whether the project will include a legally binding agreement to provide health insurance benefit options to construction employees. Health benefits may be delivered through direct coverage of the employee by the employer (e.g., health insurance), coverage of the employee through employer contribution to a trade association (e.g., payment into benefit program offered by trade association), or as a supplemental or discretionary benefit (e.g., payments to health savings account, extra pay in lieu of coverage). The figure entered for percent of construction employees covered is the score. This measure does not apply to the project score if there are no construction jobs/hours for the project.</p> <p>Working families without health insurance are vulnerable to financial devastation when illness or injury strikes. In addition, tax payers and health care providers incur greater costs as they are left to pay the bills of the uninsured. Further, lost productivity or training costs for new workers can result when preventable or treatable illness impact workers' ability to perform or remain on the job.</p>	<p>_____ %</p>
<p>12.e. What percent of the construction trade workers on the project will be covered by a legally binding agreement to provide retirement benefits to construction employees?</p> <p>① Construction Job Retirement Benefits</p> <p>This measure considers whether the project will include a legally binding agreement to provide retirement benefit options to construction employees. Retirement benefits may be delivered through direct coverage of the employee by the employer (e.g., health insurance), coverage of the employee through employer contribution to a trade association (e.g., payment into benefit program offered by trade association), or as a supplemental or discretionary benefit (e.g., extra pay in lieu of coverage). The figure entered for percent of construction employees covered is the score. This measure does not apply to the project score if there are no construction jobs/hours for the project.</p>	<p>_____ %</p>

<p>12.f. What percent of the construction trade workers on the project will be covered by a legally binding agreement to provide minimum 10 hour OSHA compliant safety training for all workers and 30 hour training for all supervisors?</p> <p>① Construction Job Safety Training</p> <p>OSHA compliant safety training is standard practice for a high-quality business. Workers who go through registered apprenticeship programs typically receive this training, which is designed to increase safety on the job and decrease work-related injuries and fatalities.</p> <p>This measure considers whether the project will include a legally binding agreement to ensure that all workers have participated in OSHA compliant 10-hour safety training, and that supervisors have received the OSHA compliant 30-hour training. The figure entered for percent of construction employees covered is the score. This measure does not apply to the project score if there are no construction jobs/hours for the project.</p>	<p>_____ %</p>
<p>12.g. What percent of the construction trade workers on the project will be covered by a Project Labor Agreement applicable to union and non-union workers?</p> <p>① Project Labor Agreement</p> <p>Project labor agreements establish key labor and management terms for a specific project. In general, project labor agreements (PLAs) address wages, hours, working conditions and procedures for resolving disputes, including agreements that restrict strikes or lock-outs. PLAs create a comprehensive framework that sets the terms for a project and requires all contractors and sub-contractors on the project to comply with the standards. The PLA can be inclusive of union and non-union workers. While responsible contracting standards may address issues such as wages and benefits that is not always the case. PLAs are distinctive because they are established and implemented in consultation with worker organizations. This helps to ensure that workers' perspectives are considered and provides standing to verify and enforce agreements.</p> <p>This measure considers whether a project labor agreement will be in place. For projects whose total costs are \$10 million or more, the percent of employees covered is the score. Bonus points are earned for projects whose total cost is less than \$10 million. A project earns 75 bonus points if a project labor agreement will be in place that covers 25%-50% of the construction employees on the project and 100 bonus points if a project labor agreement will be in place that covers 51%-100% of the construction employees on the project. No bonus points are awarded if less than 25% of construction employees are covered. The scoring for bonus points aims to reward smaller projects for their efforts to improve practice without penalizing projects that do not have full coverage (e.g., if 25% of employees are covered, a measure score of 25 that would pull the overall score in the direction of "weakly aligned" with TBL goals). This measure does not apply to the project score if there are no construction jobs/hours for the project.</p>	<p>_____ %</p>

<p>12.h Will the contractor be a registered apprentice or training program participant?</p> <p>① Registered Apprenticeship Program</p> <p>Apprenticeship programs are essential for building workforce skills and capacity. Registered apprenticeship programs are regulated by federal and state governments and are required to meet industry standards for graduating workers who can obtain employment in their field of training. Not all apprenticeship programs are registered, so contractors should provide documentation that they participate in a recognized program. This measure considers whether the contractor will be a registered apprentice program or training participant. A project earns 100 points if they will be and 0 points are earned if they will not be. The measure is not applied if the investment does not include any construction activity.</p>	<p>Yes No</p>
<p>12.i Will the contractor have a binding agreement in place to meet or exceed the minimum recommended apprentice utilization levels within legal maximums (percent of total hours or workforce as recommended by federal or state law)?</p> <p>① Apprentice Utilization</p> <p>Apprenticeship training programs typically require a combination of classroom and on-the-job training. In addition to contributing funds to apprenticeship training, contractors need to hire apprentices so that apprentices receive the experience necessary to graduate and move into full employment. At the same time, apprentices are paid less than the journeyman wage rate: in order to ensure quality performance and prevent labor abuses, federal and state regulations specify maximum apprentice utilization. This measure considers whether a binding agreement will be in place to utilize apprentices to the maximum ratios allowed by state or federal regulations. A project earns 100 points if there will be such an agreement and 0 points if there will not be. The measure is not applied if an investment does not include any construction activity.</p>	<p>Yes No</p>
<p>12 j. Which of the following statements regarding equity and opportunity non-apprentice hiring goals <i>best</i> applies to your project? Select one of the responses below. Note, traditionally disadvantaged and underutilized populations vary with context and could include low income populations, women, people of color, veterans, disabled individuals or formerly incarcerated individuals.</p>	
<p><input type="radio"/> There will be a binding agreement that a minimum of 30% of non-apprentice construction employment hours will be performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations.</p>	
<p><input type="radio"/> There will be a binding agreement that a minimum of 20% of non-apprentice construction employment hours will be performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations.</p>	
<p><input type="radio"/> There will be a non-binding agreement that a minimum of 20% of non-apprentice construction employment hours will be performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations.</p>	
<p><input type="radio"/> There will be no agreement to have a minimum of 20% of non-apprentice construction employment hours performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations.</p>	

<p>① Equity and Opportunity Non-Apprentice Construction Hours</p> <p>Hiring goals that are well defined and executed can facilitate access to construction trade employment by traditionally disadvantaged and underutilized populations. Hiring goals should be defined with relevant community and agency input in order to ensure that the goals respond to the unique context of the community and project. Outreach and recruitment efforts should be tailored to effectively reach the target population(s), and progress toward access and advancement goals monitored over time.</p> <p>This measure considers whether agreements will be in place to have a minimum percent of non-apprentice construction employment hours performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations (e.g., targeting low income, women, people of color, veterans, disabled individuals or formerly incarcerated individuals). A project earns 100, 75, 50, or 0 points depending upon the level of commitment: 100 points for a binding agreement to have a minimum of 30% of <i>non-apprentice construction employment</i> hours performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations; 75 points if the binding agreement is for a minimum of 20% of non-apprentice construction employment hours; 50 points if the agreement is non-binding; and 0 points if no agreement will be made. The measure is not applied if the investment does not include any construction activity.</p>	
<p>12.k. Which of the following statements regarding equity and opportunity in apprenticeship hiring <i>best</i> applies to your project? Select one of the responses below.</p>	
<p><input type="radio"/> There will be a binding agreement that a minimum of 30% of apprentice hours will be performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations (e.g., targeting low income, women, people of color, veterans, disabled, or formerly incarcerated individuals).</p>	
<p><input type="radio"/> There will be a binding agreement that a minimum of 20% of apprentice hours will be performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations (e.g., targeting low income, women, people of color, veterans, disabled, or formerly incarcerated individuals).</p>	
<p><input type="radio"/> There will be a non-binding agreement that a minimum of 20% of apprentice hours will be performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations (e.g., targeting low income, women, people of color, veterans, disabled, or formerly incarcerated individuals).</p>	
<p><input type="radio"/> There will be no agreement regarding minimum apprentice hours to be performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations (e.g., targeting low income, women, people of color, veterans, disabled individuals and formerly incarcerated individuals).</p>	

<p>① Equity and Opportunity Construction Apprentice Hiring Commitments to hire apprentices from traditionally disadvantaged and underutilized populations help to facilitate access to construction trade employment. Hiring goals should be defined with relevant community and agency input in order to ensure that they respond to the unique context of the community and project.</p> <p>This measure considers whether an agreement will be in place to have a minimum percent of construction apprentice hours performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations (e.g., targeting low income, women, people of color, veterans, disabled individuals or formerly incarcerated individuals). A project earns bonus points depending upon the level of commitment to equity and opportunity apprentice hiring.</p> <p>The points are awarded as a bonus so that projects are not penalized if the pool of available apprentices does not include the target population. Projects earn 100 bonus points for a binding agreement to have a minimum of 30% of <i>apprentice construction employment</i> hours performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations; 75 bonus points if the binding agreement is for a minimum of 20% of apprentice construction employment hours; 50 bonus points if the agreement is non-binding; and 0 points if no agreements will be made. The measure is not applied if the investment does not include any construction activity.</p>	
<p>12.I. Which of the following statements regarding equity and opportunity for under-represented businesses <i>best</i> applies to your project? Select one response from the options below.</p>	
<p><input type="radio"/> There will be a binding agreement to utilize, mentor, partner or otherwise support participation of under-represented businesses in project construction contracts.</p>	
<p><input type="radio"/> There will be a non-binding agreement to utilize, mentor, partner or otherwise support participation of under-represented businesses in project construction contracts.</p>	
<p><input type="radio"/> There will be no agreements in place to utilize, mentor, partner or otherwise support participation of under-represented businesses in project construction contracts.</p>	
<p>① Equity and Opportunity for Under-Represented Businesses Inclusive strategies that support participation of under-represented businesses in project construction contracts include culturally competent outreach, as well as targeted assistance with barriers to participation (e.g., forms, bonding, insurance).</p> <p>This measure considers whether an agreement will be in place to utilize, mentor, partner or otherwise support participation of under-represented businesses in project construction contracts. A project earns 100 points if a binding agreement will be in place, 50 points if a non-binding agreement will be in place, and 0 points if no agreement will be in place. The measure is not applied if the investment does not include any construction activity.</p>	

C. CONSTRUCTION AND OPERATIONS	Answer Options
<i>This section pertains to construction and operation of the project.</i>	
1) Which of the following statements regarding building and construction is most applicable to your project? Select one response from the options below.	
<input type="radio"/> The project will receive third party certification by an appropriately recognized international, national, or regional program for green building and/or infrastructure (e.g., LEED, BREEAM, Earth Advantage, Green Globes, GreenLITES, or a government green building standard). Please identify the certification or standard program.	
<input type="radio"/> The project will be designed and built to the standards of an appropriately recognized international, national, or regional third party certification program for green building and/or infrastructure (e.g., LEED, BREEAM, Earth Advantage, Green Globes, GreenLITES, or a government green building standard) but will not secure third party certification. Please identify the certification or standard program.	
<input type="radio"/> The project will incorporate green building features such as energy and water conservation but will not be designed and built to third party certification standards.	
<input type="radio"/> The project will not document commitments to green building and construction.	
<input type="radio"/> The project does not involve any building or construction.	
<p>① Green Building Practices</p> <p>Green building practices can positively impact the triple bottom line through energy cost savings, increased building value, higher occupant satisfaction and productivity, and lower natural resource and human health impacts.</p> <p>This measure considers whether green building practices will be applied in new construction as well as remodels or upgrades. A project earns 100, 75, 50, or 0 points depending upon the level of commitment to green building and construction. Maximum points are provided if the project will receive third party certification by a recognized international, national, or regional program for green construction (e.g., LEED, Living Building Challenge, Green Globes, EarthCraft, Earth Advantage, and GreenLITES). Third party certification is valuable because it provides a common standard for accepting and verifying claims buildings and infrastructure can be green without certification. Seventy-five points are earned if the applicant can demonstrate that plans are in place to build to third party standards although without certification. Fifty points are provided if the project will employ some green building features such as water or energy conservation, but will not design and build to a recognized third party standard. No points are earned if there are not documented commitments to green building.</p>	

<p>2) Does the project make use of an existing structure (e.g., reuse/remodel rather than new construction)?</p> <p>① Reuse of Existing Facility</p> <p>Reuse of existing facilities can provide a number of environmental benefits depending upon the type of project and materials used. Environmental benefits associated with rebuilding rather than razing facilities include savings in energy, material, land conversion, and carbon emissions. This measure does not affect the project score when facility reuse is not an applicable or appropriate option. Where it does apply, this measure assigns a bonus score of 100 points to projects that make use of an existing structure.</p>	<p>Yes</p> <p>No</p> <p>NA - project does not involve any building or construction.</p>
<p>3) Which of the following statements regarding low impact and sustainable site design apply to your project? Select one of the responses below.</p>	
<p><input type="radio"/> The project will receive third party certification by an appropriately recognized international, national, or regional sustainable site design or low impact development program (e.g., ASLA Sustainable Sites, LEED-ND, One Planet Communities). Please identify the certification or standard program.</p>	
<p><input type="radio"/> The project will design and build to the standards of an appropriately recognized international, national, or regional sustainable site design or low impact development program but will not secure third party certification. Please identify the certification or standard program.</p>	
<p><input type="radio"/> The project will incorporate low impact or sustainable site design features but does will not be designed and built to the standards of a recognized international, national, or regional program.</p>	
<p><input type="radio"/> The project will not document commitments to sustainable site design.</p>	
<p><input type="radio"/> The project involves no site planning or design of any kind.</p>	
<p>① Low Impact and Sustainable Site Design</p> <p>Site design exerts a powerful influence over economic, environmental, and social impacts of a project. These include, for example, groundwater recharge, flood control, habitat conservation, increased recreation opportunities, and reduced maintenance costs. Sustainable site design works with nature to ensure that beauty and accessibility are maximized, while long term costs associated with site development are minimized.</p> <p>This measure considers whether the project aligns with recognized sustainable site design standards, certifications, or best practices. A project earns 100, 75, 50, or 0 points depending upon the level of commitment to sustainable site design. Maximum points are earned if the project will receive third party certification by a recognized international, national, or regional program (e.g., Sustainable Sites, LEED-ND, One Planet Communities). Third party certification is valuable because it provides a common standard for accepting and verifying claims. Seventy-five points are earned if the applicant can demonstrate that plans are in place to build to best practices or third party standards although without certification. Fifty points are provided if the project will incorporate low impact or sustainable site design features but will not be designed and built to the standards of a recognized international, national, or regional program.</p> <p>If the project will receive certification by a program that addresses both site design and construction, simply answer the questions appropriate to the respective measure (i.e., a project is not expected to secure separate or redundant certifications).</p>	

<p>4) The investment is designed to improve walkability, bikability, and/or transit accessibility (e.g., a mixed use development that contributes to community completeness, provision of retail services within ¼ mile of housing, addition of transit or bike lanes to area).</p> <p>① Improved Accessibility to Walking, Biking, or Transit Locations that are easy to access by walking, bicycling, or transit may accrue significant financial, health and environmental benefits. This measure considers whether the investment is designed to improve walkability, bikability, and/or transit accessibility (e.g., a mixed use development that contributes to community completeness, provision of retail services within ¼ mile of housing, or addition of transit or bike lane to area). Projects that are designed to increase walking, biking, or transit options earn 100 bonus points. If the project does not, this bonus measure does not apply and the project score is not affected.</p>	<p>Yes No DK</p> <p>If yes, please briefly explain.</p>
<p>5) Does the project remediate a brownfield site, provide habitat restoration and/or permanently protect significant resource lands? If answer is Yes, then following question appears.</p> <p>① Remediation, Restoration, or Conservation of Natural Resources Remediation of abandoned or contaminated sites can increase property values and tax revenues while reducing health costs, and conservation or restoration of natural resources (e.g., wetlands, forestlands, rivers, or farmlands) can deliver valuable ecosystem services such as flood control, wildlife habitat, and scenic amenities. A bonus score of 100 is earned if the project contributes to remediation, restoration, or conservation of natural resource areas. The site may or may not be classified as a brownfield, and restoration and remediation activities are defined broadly including farmland for food production, reforestation and afforestation, and de-paving. Projects that do not include remediation or restoration are not penalized as this is a bonus measure. This measure addresses improvement of existing conditions, while the sensitive natural resource measure considers avoidance and mitigation of project impacts.</p>	<p>Yes No DK</p> <p>If yes, please briefly explain.</p>
<p>5.a. How many acres will be remediated, restored, and/or conserved as part of this project? Please round to the nearest quarter of an acre.</p> <p>① Acres Remediated, Restored, and/or Conserved This information is provided for informational purposes only and does not affect the project score.</p>	<p>_____acres Don't Know</p>
<p><i>The following questions provide information on the operation and maintenance practices for this project.</i></p>	
<p>6) Will on-going building performance be monitored through participation in the Energy Star Energy Management program? (http://www.energystar.gov/index.cfm?c=assess_performance.assess_performance_index)</p> <p>① Energy Management Program Efficient use of energy resources can contribute to the triple bottom line by producing cost savings, conserving natural resources, and improving occupant comfort. This measure considers whether an on-going strategy is in place to monitor and improve energy use. A project earns 100 points for participating in the Energy Star Energy Management Program. This is a no cost program that assists organizations to improve the energy performance of their facilities. A project does not earn points for this measure without participation in the Energy Star Energy Management Program. Information about the program can be found at http://www.energystar.gov/index.cfm?c=business.bus_commit.</p>	<p>Yes No NA If NA, please explain.</p>

<p>7) Does the project include strategies to achieve lower water use than is the norm for the project industry or industries (e.g., a chip manufacturer incorporates a water recycling process that results in less water use than the industry norm)? Building features such as low-flow bathroom appliances are not addressed here; they are addressed in the green building measure above.</p> <p>① Lower Water Use than Industry Norm</p> <p>Industrial processes that are designed to minimize water use may lower operating costs while conserving an essential non-renewable resource. Conservation can be particularly important in areas that are facing water shortages and/or in industries that have high water usage. This measure rewards excellence in water conserving design. The focus of this measure is on industrial processes (e.g., water recycling in chip manufacturing) rather than building features (e.g., low-flow bathroom appliances), which are addressed in the green building measure.</p> <p>Projects may earn 100 bonus points if strategies will be implemented that lead to lower water use than is the norm for the industry. While any project can benefit from this measure, it may be particularly helpful to projects whose industry or industries were identified as higher than average water users in the industry eco-efficiency measure.</p>	<p>Yes No DK</p> <p>If yes, please briefly explain..</p>
<p>8) Does the project include strategies to produce less toxic emissions to air, water, or land than is the norm for the project industry or industries (e.g., use of a non-toxic alternative to industry standard)?</p> <p>① Less Toxic Emissions than Industry Norm</p> <p>Industrial processes that are designed to minimize toxic emissions to air, land, or water may benefit human health and maintain essential ecosystem services. Economic benefit may also accrue through reduced costs and/or the development of valuable new products and processes.</p> <p>Projects may earn 100 bonus points if strategies are implemented that lead to lower than average emissions. While any project can benefit from this measure, it may be particularly helpful to projects whose industry or industries were identified as generating higher than average emissions in the industry eco-efficiency measure. The focus of this measure is on industrial processes rather than building features (e.g. non-toxic building features such as low VOC paint are not addressed here since they are addressed in the green building measure above).</p>	<p>Yes No DK</p> <p>If yes, please briefly explain.</p>
<p>9) Will demand management or trip reduction strategies be put in place to reduce automobile trips associated with employee and/or customer commuting (e.g., telecommuting, transit passes, shuttles, bicycle facilities and locker rooms)?</p> <p>① Automobile Trip Reduction Strategies</p> <p>Reductions in automobile trips associated with employee and/or customer commuting can improve air quality, while reducing fuel use and traffic congestions – all of which have significant human and financial costs. Further, active transportation options have the added benefit of improving health outcomes and reducing travel expenses. This measure considers whether appropriate vehicle trip reduction strategies are in place. A project earns 100 points if strategies will be in place to reduce automobile trips associated with employee and/or customer commuting (e.g., telecommuting, transit passes, shuttles, bicycle facilities and locker rooms). Appropriate strategies will depend upon the location and type of industry and may include options such as telecommuting, transit passes, shuttles, bicycle facilities and locker rooms. No points are earned if a trip reduction strategy will not be in place.</p>	<p>Yes No DK</p> <p>If yes, please briefly explain.</p>

<p>10) Will operations be compliant with certifications or standards for industry best environmental practices (e.g., green tourism, IT, forestry, agriculture/food production)? Please identify the certification or standard program.</p> <p>① Industry Standards for Best Environmental Practices A number of industries have developed certifications or best practices for environmental performance. When based on leading scientific evidence and stakeholder input, such standards can be an effective tool for improving industry performance. Projects earn 100 bonus points if they demonstrate that the project will be compliant with best practices for their industry (e.g., forestry, information technology, tourism, sustainable agriculture and food production, infrastructure).</p>	<p>Yes No Don't Know NA (none available)</p>
<p>11) Which of the following statements regarding renewable energy use best applies to this project? Check one of the responses below.</p>	
<p><input type="radio"/> A portion of the project's energy supply will come from renewable resources including solar, wind, geothermal, biogas, biomass, and low impact hydroelectric sources either through utility purchase, renewable energy certificates, or on-site generation sources AND the project will participate in the US Green Power Partnership Program (http://www.epa.gov/greenpower/).</p>	<p>Please list the percent of energy provided by renewable resources.</p>
<p><input type="radio"/> A portion of the project's energy supply will come from renewable resources including solar, wind, geothermal, biogas, biomass, and low impact hydroelectric sources either through utility purchase, renewable energy certificates, or on-site generation sources, however, the project will NOT participate in the US Green Power Partnership Program (http://www.epa.gov/greenpower/).</p>	<p>Please list the percent of energy provided by renewable resources.</p>
<p><input type="radio"/> No commitments to renewable energy have been made.</p>	
<p>① Renewable Energy Use Energy supplies that come from renewable sources (e.g., biomass, wind, solar, hydropower and geothermal) can contribute to the triple bottom line by creating jobs, keeping dollars local, and providing lower environmental impact energy choices.</p> <p>This measure considers whether a portion of the project's energy will be derived from renewable energy sources. A project earns 100 points if a portion of the project's energy supply will be derived from renewable resources including solar, wind, geothermal, biogas, biomass, and low impact hydroelectric sources either through utility purchase, renewable energy certificates, or on-site generation sources AND the project will participate in the US Green Power Partnership Program (http://www.epa.gov/greenpower/). The portion of green power is defined as 3-20%, depending upon the size of organization. Eligible green power sources include solar, wind, geothermal, biogas, eligible biomass, and eligible low impact hydroelectric sources. Commitments can met with any combination of green power products (i.e., green power, renewable energy certificates, or on-site generation). A project earns 75 points if a portion of the project's energy supply will come from renewable energy resources but the project will not participate in the US Green Power Partnership. No points are earned if no commitments to renewable energy will be made.</p>	
<p>If answer to Industry, Jobs and Wages #6 (project has tenants) is yes, then the following questions 12 and 13 will appear:</p>	

<p>12) Will the building owner require, incentivize, or encourage tenants/occupants to meet best practices in green operations and management?</p> <p>① Incentivizing Tenant Green Operations</p> <p>Building owners can encourage environmental stewardship in tenant operations and management in a number of ways. For example, lease incentives may be offered for things like reduced waste or green business certification, or occupancy agreements may establish protocols such as non-toxic cleaning and landscaping products. Incentives can be a powerful way to encourage preferred practices and may serve as an asset if the stewardship commitments differentiate the product in the marketplace.</p> <p>For projects with tenants, 100 bonus points are earned if the owner will require, incentivize, or encourage tenants/occupants to meet best practices in green operations and management. For projects without tenants, this measure does not apply and the project score is not affected. Incentives for tenant use of green energy are addressed in the question below.</p>	<p>Yes</p> <p>No</p>
<p>13) Which of the following statements best describes tenant incentives to participate in renewable energy programs? Select one of the responses below.</p> <p>① Incentivizing Tenant Renewable Energy Use</p> <p>Energy supplies that come from renewable sources (e.g., biomass, wind, solar, hydropower and geothermal) can contribute to the triple bottom line by creating jobs, keeping dollars local, and providing lower environmental impact energy choices. This measure considers whether a portion of the project's energy will be derived from renewable energy sources.</p> <p>For projects with tenants, 100 points are earned if the owner will require tenants to participate in the US Green Power Partnership Program, 75 points if the owner will incentivize tenants to participate in the US Green Power Partnership Program, and 0 points if there will be no incentives or requirements to purchase energy from renewable sources. For projects without tenants, the measure is not applicable and does not impact the project score.</p>	
<p><input type="radio"/> Owner will <i>require</i> tenants to participate in the US Green Power Partnership Program and commit to purchasing a portion of the project's energy supply from renewable resources including solar, wind, geothermal, biogas, biomass, and low impact hydroelectric sources either through utility purchase, renewable energy certificates, or on-site generation sources (3% to 20% depending upon annual usage). http://www.epa.gov/greenpower/</p>	
<p><input type="radio"/> Owner will <i>incentivize</i> tenants to participate in the US Green Power Partnership Program and commit to purchasing a portion of the project's energy supply from renewable resources including solar, wind, geothermal, biogas, biomass, and low impact hydroelectric sources either through utility purchase, renewable energy certificates, or on-site generation sources (3% to 20% depending upon annual usage). http://www.epa.gov/greenpower/</p>	
<p><input type="radio"/> There are no incentives or requirements for tenants to purchase energy from renewable resources.</p>	

<p><i>The TBL Tool uses national data sets to determine whether a project is located in or near a sensitive natural resource. These data sets may have limitations in coverage or currency so it is important to confirm the accuracy of this information. The project boundary map is displayed, followed by a series of questions confirming whether the project is located in or near sensitive natural resource and, if so, whether potential impacts have been addressed.</i></p>	
<p>14) Flood Zone This measure considers whether the project includes a flood zone designated by the Federal Emergency Management Agency (FEMA) as a High Risk area (100 year flood zones A, V) (http://www.msc.fema.gov/webapp/wcs/stores/servlet/info?storeId=10001&catalogId=10001&langId=-1&content=floodZones&title=FEMA%20Flood%20Zone%20Designations). The TBL Tool uses digitized FEMA designated flood zones; however, these maps do not currently have full coverage. In addition, mitigation or avoidance measures may be in place. To facilitate accurate project scoring, the user is asked to confirm whether the project includes a FEMA designated High Risk flood area and, if so, to note whether mitigation or avoidance will be achieved. A project earns 100 points if the project does not include a FEMA designated High Risk area or if full mitigation or avoidance will be achieved that will likely result in no loss or damage to ecological function nor increase in risk due to natural hazard; 75 points for nearly full mitigation or avoidance that will likely result in minimal loss or damage to ecological function or increase in risk due to natural hazard; 50 points for partial mitigation or avoidance and some loss or damage to ecological function or increase in risk due to natural hazard; and 0 points if mitigation or avoidance measures will not be in place to minimize, rectify, reduce or compensate for impact.</p>	<p>Does include Does not include</p> <p>If yes:</p> <p>full mitigation or avoidance</p> <p>nearly full mitigation or avoidance</p> <p>partial mitigation or avoidance</p> <p>no mitigation or avoidance</p>
<p>15) Critical habitat This measure considers whether the project includes critical habitat area determined by the U.S. Fish and Wildlife Service to be essential to the conservation of threatened or endangered species under the U.S. Endangered Species Act. To facilitate accurate project scoring, the user is asked to confirm whether the project includes critical habitat area and, if so, to note whether mitigation or avoidance will be achieved. A project earns 100 points if the project does not include any critical habitat area or if full mitigation or avoidance will be achieved that will likely result in no loss or damage to ecological function; 75 points for nearly full mitigation or avoidance that will likely result in minimal loss or damage to ecological function; 50 points for partial mitigation or avoidance and some loss or damage to ecological function; and 0 points if mitigation or avoidance measures will not be in place to minimize, rectify, reduce or compensate for impact.</p>	<p>Does include Does not include</p> <p>If yes:</p> <p>full mitigation or avoidance</p> <p>nearly full mitigation or avoidance</p> <p>partial mitigation or avoidance</p> <p>no mitigation or avoidance</p>

<p>16) Wetlands This measure considers whether the project includes wetland as identified by the U.S. Fish and Wildlife Service National Wetlands Inventory, or its buffer (300'). To facilitate accurate project scoring, the user is asked to confirm whether the project includes wetland area or its buffer and, if so, to note whether mitigation or avoidance will be achieved. A project earns 100 points if the project does not include wetland identified in the National Wetlands Inventory or its buffer or if full mitigation or avoidance will be achieved that will likely result in no loss or damage to ecological function nor increase in risk due to natural hazard; 75 points for nearly full mitigation or avoidance that will likely result in minimal loss or damage to ecological function or increase in risk due to natural hazard; 50 points for partial mitigation or avoidance and some loss or damage to ecological function or increase in risk due to natural hazard; and 0 points if mitigation or avoidance measures will not be in place to minimize, rectify, reduce or compensate for impact.</p>	<p>Does include Does not include</p> <p>If yes:</p> <p>full mitigation or avoidance</p> <p>nearly full mitigation or avoidance</p> <p>partial mitigation or avoidance</p> <p>no mitigation or avoidance</p>
<p>17) Water Bodies This measure considers whether the project includes a water body as identified by the U.S. Geological Survey (USGS) National Hydrologic Database, or its buffer (300'). To facilitate accurate project scoring, the user is asked to confirm whether the project includes a water body or its buffer and, if so, to note whether mitigation or avoidance will be achieved. A project earns 100 points if the project does not include a water body identified in the National Hydrologic Database or its buffer or if full mitigation or avoidance will be achieved that will likely result in no loss or damage to ecological function nor increase in risk due to natural hazard; 75 points for nearly full mitigation or avoidance that will likely result in minimal loss or damage to ecological function or increase in risk due to natural hazard; 50 points for partial mitigation or avoidance and some loss or damage to ecological function or increase in risk due to natural hazard; and 0 points if mitigation or avoidance measures will not be in place to minimize, rectify, reduce or compensate for impact</p>	<p>Does include Does not include</p> <p>If yes:</p> <p>full mitigation or avoidance</p> <p>nearly full mitigation or avoidance</p> <p>partial mitigation or avoidance</p> <p>no mitigation or avoidance</p>

<p>18) Prime Farmland This measure considers whether the project includes prime farmland as identified by the U.S. Department of Agriculture (USDA) Natural Resource Conservation Service (NRCS) Soil Survey Geographic Database, or its buffer (150'). To facilitate accurate project scoring, the user is asked to confirm whether the project includes prime farmland or its buffer and, if so, to note whether mitigation or avoidance will be achieved. A project earns 100 points if the project does not include any prime farmland or its buffer or if no loss of agriculture or increase in land use conflict is likely to occur either because full mitigation or avoidance will be achieved or because the area has already been urbanized; 75 points if minimal loss of agriculture or increase in land use conflict is likely to occur either because nearly full mitigation or avoidance will be achieved or because the area has already been urbanized; 50 points if some loss of agriculture or increase in land use conflict is likely to occur though partial mitigation or avoidance will be achieved; and 0 points if mitigation or avoidance measures will not be in place to minimize, rectify, reduce or compensate for impact.</p>	<p>Does include Does not include</p> <p>If yes:</p> <p>full mitigation or avoidance</p> <p>nearly full mitigation or avoidance</p> <p>partial mitigation or avoidance</p> <p>no mitigation or avoidance</p>
<p>19) Forestland This measure considers whether the project includes forestland as identified by the U.S. Geological Survey National Land Cover Database, or its buffer (150'). To facilitate accurate project scoring, the user is asked to confirm whether the project includes forestland or its buffer and, if so, to note whether mitigation or avoidance will be achieved. Note, Alaska and Hawaii are not covered by the data set at this time. A project earns 100 points if the project does not include any forestland or its buffer or if no loss or damage to ecological function or increase in land use conflict is likely to occur either because full mitigation or avoidance will be achieved or because the area has already been urbanized; 75 points if minimal loss or damage to ecological function or increase in land use conflict is likely to occur either because nearly full mitigation or avoidance will be achieved or because the area has already been urbanized; 50 points if some loss or damage to ecological function or increase in land use conflict is likely to occur though partial mitigation or avoidance will be achieved; and 0 points if mitigation or avoidance measures will not be in place to minimize, rectify, reduce or compensate for impact.</p>	<p>Does include Does not include</p> <p>If yes:</p> <p>full mitigation or avoidance</p> <p>nearly full mitigation or avoidance</p> <p>partial mitigation or avoidance</p> <p>no mitigation or avoidance</p>

<p>20) Protected areas This measure considers whether the project includes a protected area as identified by the U.S. Geological Survey (USGS) Gap Analysis Program (GAP) Protected Areas Database (PAD-US), or its buffer (1/4 mile). To facilitate accurate project scoring, the user is asked to confirm whether the project includes a protected area or its buffer and, if so, to note whether mitigation or avoidance will be achieved. A project earns 100 points if the project does not include a protected area identified in PAD-US or its buffer or if full mitigation or avoidance will be achieved that will likely result in no loss or damage to ecological function nor increase in risk due to natural hazard; 75 points for nearly full mitigation or avoidance that will likely result in minimal loss or damage to ecological function or increase in risk due to natural hazard; 50 points for partial mitigation or avoidance and some loss or damage to ecological function or increase in risk due to natural hazard; and 0 points if mitigation or avoidance measures will not be in place to minimize, rectify, reduce or compensate for impact.</p>	<p>Does include Does not include</p> <p>If yes:</p> <p>full mitigation or avoidance</p> <p>nearly full mitigation or avoidance</p> <p>partial mitigation or avoidance</p> <p>no mitigation or avoidance</p>
<p>21) Steep Slopes This measure considers whether the project includes steep slopes as identified by the U.S. Soil Survey Geographic Database or their buffer (65'). The tool uses the U.S. Soil Survey Geographic (SSURGO) Database to identify whether the proposed project is in a map unit in which some or all of the land is sloped 25% or greater. The data set used to identify steep slopes utilizes large parcel sizes; your project area may not include a steep slope or its buffer although it is part of a mapping unit that does. To facilitate accurate project scoring, the user is asked to confirm whether the project includes steep slopes or their buffer and, if so, to note whether mitigation or avoidance will be achieved. A project earns 100 points if the project does not include any steep slopes or their buffer or if full mitigation or avoidance will be achieved that will likely result in no increase in risk of damage or hazard due to sliding or erosion; 75 points for nearly full mitigation or avoidance that will likely result in minimal increase in risk of damage or hazard due to sliding or erosion; 50 points for partial mitigation or avoidance that will likely result in some increase in risk of damage or hazard due to sliding or erosion; and 0 points if mitigation or avoidance measures will not be in place to minimize, rectify, reduce or compensate for impact.</p>	<p>Does include Does not include</p> <p>If yes:</p> <p>full mitigation or avoidance</p> <p>nearly full mitigation or avoidance</p> <p>partial mitigation or avoidance</p> <p>no mitigation or avoidance</p>

D. PLACEMAKING AND ACCESSIBILITY	Answer Options
<p><i>The following questions pertain to the project's impact on cultural and historic resources.</i></p>	
<p>1. Please select the statement that <i>best</i> represents your project's impact on culturally or historically significant structures, sites, facilities, or districts. Select one of the response options below.</p>	
<p><input type="radio"/> The investment will preserve or enhance historically or culturally significant <i>structures, facilities, sites, or districts</i> in the community (e.g., historic building conservation, materials or design of new construction consistent with community history/culture, Main Street revitalization program, arts district) and meet criteria for inclusion on national, state, or local registry or receive a letter supporting cultural or historical significance by an appropriate historical or cultural commission or agency. Please briefly describe.</p>	
<p><input type="radio"/> The investment will preserve or enhance historically or culturally significant <i>structures, facilities, sites, or districts</i> in the community (e.g., historic building conservation, materials or design of new construction consistent with community history/culture, Main Street revitalization program, arts district) but does not meet criteria for inclusion on national, state, or local registry or have a letter supporting cultural or historical significance provided by an appropriate historical or cultural commission or agency. Please briefly describe.</p>	
<p><input type="radio"/> The project will have no impact on historically or culturally significant <i>structures, facilities, sites, or districts</i> in the community. Please briefly describe.</p>	
<p><input type="radio"/> The investment will negatively impact historically or culturally significant <i>structures, facilities, sites, or districts</i> in the community.</p>	
<p>① Historically or Culturally Significant Structures, Sites, Facilities, or Districts</p> <p>Preserving and enhancing cultural and historic resources can contribute to economic vitality by leading to increased property value, tourism receipts, preservation of tradition-based economies, and firm recruitment and retention. In addition, community well-being may be improved if these resources contribute to civic pride, a sense of identity and connection, and well-utilized public space.</p> <p>If the proposed investment will have no impact on culturally or historically significant structures, facilities, or districts then this measure is not applicable and the project score is not affected. The score for this measure is 100 if the investment will preserve or enhance historically or culturally significant structures, facilities, or districts AND meet criteria for inclusion on national, state, or local registry and/or have a letter supporting cultural or historical significance provided by an appropriate historical or cultural commission or agency earn a score of 100. A score of 80 is earned if the investment will preserve or enhance historically or culturally significant structures, facilities, or districts but will not meet criteria for inclusion on national, state, or local registry and/or have a letter supporting cultural or historical significance provided by an appropriate historical or cultural commission or agency. Investments that will have a negative impact earn a zero score.</p>	

<p>2. Please select the statement that <i>best</i> represents your project's impact on culturally or historically significant practices. Select one of the responses below.</p>	
<p><input type="radio"/> The investment will preserve or enhance historically or culturally significant <i>practices</i> in the community (e.g., contributes to conservation of oldways, traditions, or culture of place, supports the arts). Please briefly describe.</p>	
<p><input type="radio"/> The project will have no impact on historically or culturally significant <i>practices</i> in the community.</p>	
<p><input type="radio"/> The investment will negatively impact historically or culturally significant <i>practices</i> in the community (e.g., disruption of oldways, traditions, or culture of place). Please briefly describe.</p>	
<p>① Historically or Culturally Significant Practices Historically or culturally significant practices include traditions, oldways, and unique culture of place. Conserving such practices can be important for place-based economic development, as well as for fostering community identity and pride.</p> <p>If the proposed investment will have no impact on culturally or historically significant practices then this measure is not applicable and the project score is not affected. The score for this measure is 100 if the investment will have a positive impact on culturally or historically significant practices and 0 if the investment will have a negative impact.</p>	
<p>3. Please select the statement that <i>best</i> represents your project's impact on culturally or historically significant programming. Select one of the responses below.</p>	
<p><input type="radio"/> The project will include programming (e.g., performances, activities) and has components explicitly designed to serve the community (e.g., connection to schools, discount days). Please briefly describe.</p>	
<p><input type="radio"/> The project will include programming (e.g., performances, activities) but without components explicitly designed to serve the community (e.g., connection to schools, discount days). Please briefly describe.</p>	
<p><input type="radio"/> There is no programming aspect to this project (e.g., the project does not include performances or activities that relate to history or culture).</p>	
<p>① Historically or Culturally Significant Programming Making historically and culturally significant resources accessible to a wide range of community members can contribute to a collective appreciation for heritage and context, and help individuals and communities to understand and interpret experiences.</p> <p>If the proposed investment has no programming element such as performances or activities, this measure is not applicable and the project score is not affected. Investments that include historically or culturally relevant programming earn 100 points if there is a component designed explicitly to serve the community (e.g., connection to schools, discount days). Investments that include programming but without any components designed to serve the community earn 80 points.</p>	

<p>4. Please select the statement or statements that <i>best</i> represents your project's impact on public spaces. Examples of public spaces include parks, plazas, trails, gardens, and scenic views. Public spaces may be privately owned but publicly accessible and may be vertical spaces (e.g., rooftop garden). Select one of the responses below.</p>	
<p><input type="radio"/> The investment will create or enhance publicly accessible spaces (e.g., park, trail, plaza, scenic vista) and there will be a plan to promote productive public use and care of the space (e.g., interpretive signs, marketing campaign, stewardship partnership with neighbors or schools, strategies to create vibrancy and use across the day and seasons). Please briefly describe.</p>	
<p><input type="radio"/> The investment will create or enhance publicly accessible spaces (e.g., park, trail, plaza, scenic vista) but there is no plan to promote productive public use and care of the space. Please briefly describe.</p>	
<p><input type="radio"/> The investment will neither create, enhance, nor diminish public spaces (e.g., park, trail, plaza, scenic vista).</p>	
<p><input type="radio"/> The investment will diminish or is likely to diminish public spaces (e.g., park, trail, plaza, or scenic vista). Please briefly describe.</p>	
<p>① Public Spaces</p> <p>Well-designed and cared for public spaces are important to economic development because they can attract residents, workers, and visitors. They can add value in numerous ways, such as providing scenic beauty, recreational and gathering opportunities, and environmental benefit. Publicly accessible spaces take a variety of shapes and sizes, and may even be privately owned – from pocket parks and rooftop gardens, to plazas, scenic viewpoints, biking and walking trails.</p> <p>If public space is not impacted (i.e., neither created, enhanced, or diminished) this measure does not apply and the project score is not affected. Investments that create or enhance public space AND have a plan in place to promote productive public use and care of the space earn 100 points (e.g., interpretive signs, marketing campaign, stewardship partnership with neighbors or schools, integration into the surrounding area, uses and activities are designed to create vibrancy and use across day and seasons). Investments that create or enhance public space without a plan to promote productive public use and care of the space earn 80 points. Investments that diminish quality, quantity, or access to public space earn 0 points.</p>	

<p>5. Will any residents and/or businesses be temporarily or permanently relocated as a part of this project? If answer is yes, then following questions should appear.</p> <p>① Relocation of Residents or Businesses</p> <p>Businesses or residents that are temporarily or permanently relocated due to an investment may experience higher rents, longer or more expensive commutes, and a loss of important community ties. Impacts of relocation to existing residents and businesses must be carefully considered and appropriate plans made to ensure that relocation does not negatively affect this population. Further, because the burdens of relocation often accrue disproportionately to disadvantaged and underrepresented populations, focused attention needs to be given to these residents and businesses.</p> <p>This question is for informational purposes and identifies whether any residents and/or businesses will be temporarily or permanently relocated as part of the project. This measure has no scoring.</p>	<p>Yes,</p> <p>No</p>
<p>5.a. Will a relocation plan for residents and business that is appropriate to their needs before, during, and after relocation be developed and will the plan include details regarding counseling and support services, opportunities to return, financial assistance for costs associated with relocation, and clear specification of tasks, timelines, responsibilities, performance monitoring, and recourse/consequence?</p> <p>① Appropriate Relocation Plan</p> <p>This measure considers whether a relocation plan appropriate to the needs and interests of residents and businesses before, during, and after relocation will be developed. Details of the relocation plan may include counseling and support services, financial assistance to navigate the costs associated with relocation, opportunities to return, and clear specification of tasks, timelines, responsibilities, performance monitoring, and recourse/consequence. If a relocation plan appropriate to the needs and interests of the community will be in place, the score is 100. If a relocation plan appropriate to the needs and interests of the community will not be in place the score is 0. This measure does not apply if residents and/or businesses will not be temporarily or permanently relocated as part of the project.</p>	<p>Yes</p> <p>No</p> <p>If yes, please identify lead organization(s).</p>
<p>5.b. Is there a plan to meaningfully collaborate with diverse residents and businesses in the area in creating the relocation plan, with a particular focus on underrepresented and disadvantaged populations?</p> <p>① Relocation Plan Collaboration</p> <p>This measure considers how the affected businesses and/or residents are involved in the development of the relocation plan. If there is or will be a plan to meaningfully engage diverse residents and businesses in the area in creating the relocation plan, with a particular focus on underrepresented and disadvantaged populations, the score is 100. If a meaningful plan will not be in place, the score is 0. This measure is not applied if residents and/or businesses will not be temporarily or permanently relocated as part of the project.</p>	<p>Yes</p> <p>No</p> <p>If yes, please identify lead organization(s).</p>

<p>6. Is the cost of living or doing business in the neighborhood surrounding the project likely to increase as a result of this project (i.e., residents and/or businesses may be priced out of the neighborhood or involuntarily displaced)? If yes, the following questions should appear. If no, NA for the following.</p> <p>① Involuntary Displacement</p> <p>Voluntary displacement occurs when individuals or business choose to move from the project area because they perceive that the move will leave them better off. Involuntary or indirect displacement occurs when residents or business move because they can no longer afford to stay in the area. This type of dislocation is similar to the displacement that occurs when residents and businesses are temporarily or permanently relocated as part of the site development and construction, though there are differences in cause and remedy. Residents and businesses that are displaced may experience higher rents, longer or more expensive commutes, and a loss of important community ties. The potential for involuntary or indirect displacement of existing residents and businesses in the project area must be carefully considered and appropriate prevention and mitigation plans implemented.</p> <p>This question is for informational purposes and identifies whether the cost of living or doing business in the neighborhood is likely to increase as a result of this project leading to residents and/or businesses being involuntarily or indirectly displaced. This measure has no scoring.</p>	<p>Yes</p> <p>No</p>
<p>6.a. Will an anti-displacement strategy be created to prevent and mitigate potential displacement of residents and businesses in the surrounding area due to factors such as rising rents and taxes?</p> <p>① Anti-Displacement Strategy</p> <p>This measure considers whether an anti-displacement strategy appropriate to the needs and interests of residents and businesses has been or will be developed. The strategy could include things like assistance with purchasing units, affordability agreements, tax relief, and counseling and skill-building to identify and successfully pursue suitable options. If an appropriate anti-displacement strategy will be in place, the score is 100. If an anti-displacement strategy appropriate to the needs and interests of the community will not be in place, the score is zero. This measure is not applied if the project is not expected to contribute to involuntary or indirect displacement.</p>	<p>Yes</p> <p>No</p> <p>If yes, please identify lead organization(s).</p>
<p>6.b. Is there a plan to meaningfully collaborate with diverse residents and businesses in the area in creating the anti-displacement strategy, with a particular focus on underrepresented and disadvantaged populations?</p> <p>① Anti-Displacement Collaboration</p> <p>This measure considers whether there is or will be a plan to meaningfully engage diverse residents and businesses in the area in creating the anti-displacement strategy, with a particular focus on underrepresented and disadvantaged populations. If a plan will be in place, the measure score is 100. If an anti-displacement strategy appropriate to the needs and interests of the community will not be in place, then the score is zero. This measure is not applied if the project is not expected to contribute to involuntary or indirect displacement.</p>	<p>Yes</p> <p>No</p> <p>If yes, please identify lead organization(s).</p>

<p>7. Are there restricted affordable housing units on the project site? (i.e., affordability limited under a government contract, deed restriction, or other measure; for example, subsidized housing, tax credit housing, low income housing, public housing, section 8 housing, deed restricted housing). If yes, the following question is displayed. If no, NA to the following.</p> <p>① Existing Affordable Housing Units</p> <p>Affordable housing provides workers of various income levels and family members in various life stages options to remain in the community. When affordable housing units are lost, individuals and families lose the stabilizing foundation of home that is important to thrive. Further, displacement may lead to longer commutes and their associated negative impacts (e.g., pollution, less time for family and community, and reduced competitive disadvantage).</p> <p>This question is for informational purposes and identifies whether restricted affordable housing units exist on the project site. Restricted affordable housing units are those whose affordability is legally designated and limited; for example, subsidized housing, tax credit housing, low-income housing, public housing, section 8 housing, or deed restricted housing. This measure has no scoring. If the answer is yes, follow-up questions are provided.</p>	<p>Yes</p> <p>No</p>
<p>7.a. Please select the statement that <i>best</i> describes replacement of affordable housing at the project site. Select one of the responses below.</p>	
<p><input type="radio"/> There will be a binding agreement to provide one-for-one replacement of all currently affordable housing units, with first right of refusal granted to existing residents and in-perpetuity affordability covenants.</p>	
<p><input type="radio"/> There will be a binding agreement to provide one-for-one replacement of all currently affordable housing units, with first right of refusal granted to existing residents and long-term affordability covenants (e.g., 30+ years).</p>	
<p><input type="radio"/> There will be a binding agreement to provide one-for-one replacement of all currently affordable housing units, with first right of refusal granted to existing residents but no long- term affordability restriction/covenant.</p>	
<p><input type="radio"/> There will be no agreement to provide one-for-one replacement of all currently affordable housing units, with first right of refusal granted to existing residents.</p>	
<p>① Replacement/No Net Loss of Existing Affordable Housing</p> <p>Affordable housing provides workers of various income levels and family members in various life stages options to remain in the community. When affordable housing units are lost, individuals and families lose the stabilizing foundation of home that is important to thrive. Further, displacement may lead to longer commutes and associated negative impacts such as pollution, less time for family and community, and reduced competitive disadvantage. This measure considers whether restricted affordable housing units will be replaced. If the project will result in the loss of restricted affordable housing units, 100 points are earned if there will be a binding agreement to provide one-for-one replacement of all currently affordable housing units, with first right of refusal granted to existing residents and in-perpetuity affordability covenants. The score is 75 if affordability restrictions are long term (e.g., 30+ years) rather than in perpetuity. The score is 25 if there will be one-for-one replacement of affordable housing units but without affordability restrictions. If no agreements will be in place to provide one-for-one replacement housing the score is 0.</p>	

<p>8. Will the project include any housing units in addition to one-for-one replacement of affordable housing units? If yes, the following question is displayed. If no, NA to the following.</p> <p>① New Housing in Addition to Replacement of Affordable Housing</p> <p>This question is for informational purposes and identifies whether the investment includes housing in addition to any one-for-one replacement of existing affordable housing units (i.e., this project includes housing and the existing site either includes no housing at all or only housing units that are not classified as restricted affordable housing). Restricted affordable housing units are those whose affordability is legally designated and limited; for example, subsidized housing, tax credit housing, low-income housing, public housing, section 8 housing, or deed restricted housing. This measure has no score.</p>	<p>Yes</p> <p>No</p>
<p>8.a. Please select the statement that <i>best</i> describes the affordability of new housing units that are a part of your project (net of any one-for-one affordable housing replacement units). Select one of the responses below.</p> <p>① Affordability of New Housing</p> <p>Housing costs are generally considered to be affordable when they do not exceed 30% of household income, though associated costs such as utility bills and transportation can significantly impact housing cost burden. An affordable housing supply is important for accommodating workers and families of various income levels and life stages. Housing affordability can impact recruitment and retention, as well as discretionary income to spend on local goods and services.</p> <p>This measure considers whether new housing will include units that are affordable to households at or below 120% of Area Median Income (AMI) spending a maximum of 30% on housing costs. The measure only applies to projects that include housing in excess of one-for-one replacement of restricted affordable housing units. A project that includes new housing units earns 100 points if there is a binding agreement ensuring that 10% or more of the housing units are affordable to households at or below 120% of Area Median Income (AMI) spending a maximum of 30% on housing costs, and that the affordability is assured in perpetuity through legal mechanisms such as recorded covenant or ground lease. The score is 75 if the affordability restrictions are long term (e.g., 30+ years) rather than in perpetuity. If less than 10% of the units are affordable to households with income at or below 120% of AMI then the measure score is 0.</p>	
<p><input type="radio"/> 10% or more of the units will be affordable (i.e., spending maximum 30% of income on housing costs) to households with income at or below 120% of Area Median Income (AMI) and affordability of these housing units in perpetuity is assured (e.g., through recorded covenant, ground lease or other legally effective mechanism).</p>	
<p><input type="radio"/> 10% or more of the units are affordable (i.e., spending maximum 30% of income on housing costs) to households with income at or below 120% of Area Median Income (AMI) and long-term affordability (e.g., 30+ years) of these housing units is assured (e.g., through recorded covenant, ground lease or other legally effective mechanism).</p>	
<p><input type="radio"/> 10% or more of the units are affordable (i.e., spending maximum 30% of income on housing costs) to households with income at or below 120% of Area Median Income (AMI), but without any long-term affordability restrictions.</p>	
<p><input type="radio"/> Less than 10% of the units are affordable (i.e., spending maximum 30% of income on housing costs) to households with income at or below 120% of Area Median Income (AMI).</p>	

E. GOVERNANCE	Answer Options
<p>1. Does this project align with or support the region's economic development strategy?</p> <p>① Alignment with Regional Economic Development Strategy</p> <p>Although globally connected, economies cohere at a regional scale where businesses access talent, amenities, and infrastructure that span political boundaries. Quality regional economic development strategies identify regional assets and prioritize investments that position the region for economic strength and resilience —the ability to generate and retain wealth in the community and successfully weather disruptions or changes to the economy. Aligning investment with high quality regional economic development strategies helps to ensure that scarce resources are used effectively and strategically.</p> <p>This measure assigns 100 points if the investment aligns with and supports the region’s economic development strategy. This may be a CEDS (Comprehensive Economic Development Strategy) or appropriate regional comprehensive plan with economic development element. No points are earned if the project does not align with the region’s economic development strategy or if alignment has not been verified. If there is not regional economic development strategy this measure is scored as “NA.”</p> <p>If yes, please identify the ED plan and briefly describe alignment.</p>	<p>Yes</p> <p>No</p> <p>Not Applicable, no regional plan.</p>
<p>2. Please select the statement that best represents your engagement with diverse stakeholders that may affect or be affected by the project. Depending upon the context, diverse stakeholders may include people of different age, ethnicity, or income as well as different agencies, jurisdictions, disciplines, and businesses. Select one of the responses below.</p>	
<p><input type="radio"/> There will be a program or policy to identify and work with diverse stakeholders that may affect or be affected by the project in order to develop and implement an <i>appropriate</i> engagement strategy that includes tasks, timelines, and responsibilities. Please identify the lead stakeholder contact or contacts.</p>	
<p><input type="radio"/> There will not be a program or policy to identify and work with diverse stakeholders that may affect or be affected by the project in order to develop and implement an appropriate engagement strategy that includes tasks, timelines, and responsibilities. Notes or comments if applicable.</p>	
<p>① Stakeholder Engagement</p> <p>Appropriate stakeholder engagement can ensure that important information is taken into account in the project design and that the project is well-suited to the community. Appropriate stakeholder engagement may also broaden project support, which can be essential for project viability and important for maintaining community cohesion. This measure considers whether there is a commitment to 1) identify and work with diverse stakeholders that may affect or be affected by the project in order to 2) develop and implement an appropriate engagement strategy that includes tasks, timelines, and responsibilities. An appropriate engagement strategy will depend upon the context, and diverse stakeholders may include people of different age, ethnicity, or income as well as different agencies, jurisdictions, disciplines, and businesses.</p> <p>A score of 100 is earned if there will be a program or policy to identify and work with diverse stakeholders that may affect or be affected by the project in order to develop and implement an <i>appropriate</i> engagement strategy that includes tasks, timelines, and responsibilities. A score of 0 is earned if a program or policy will not be in place.</p>	

<p>3. Please select the statement that best describes capacity of key infrastructure to accommodate the proposed project. Key infrastructure includes sewer, water, transportation and utilities to service the project. Transportation capacity refers to the intended use (e.g., ten ton road to service the project) rather than overall indirect or induced trip generation. Select one of the responses below.</p>	
<p><input type="radio"/> Existing infrastructure capacity has been evaluated and there is sufficient sewer, water, transportation, and utility capacity to accommodate the proposed project without exceeding adopted or appropriate level of service standards. Please identify source of confirmation.</p>	
<p><input type="radio"/> Existing infrastructure capacity has been evaluated and is not sufficient to serve the project, however, the project includes infrastructure construction or upgrades that will result in sufficient capacity to accommodate the proposed project without exceeding adopted or appropriate level of service standards. Please identify source of confirmation.</p>	
<p><input type="radio"/> Existing infrastructure capacity has been evaluated and there is not sufficient sewer, water, transportation, and/or utility capacity to accommodate the proposed project without exceeding adopted or appropriate level of service standards. Please identify source of confirmation.</p>	
<p><input type="radio"/> The capacity of existing infrastructure to accommodate the proposed project has not been confirmed.</p>	
<p>① Key Infrastructure Capacity</p> <p>Sufficient capacity for key infrastructure such as water, sewer, transportation, and utilities must be in place to maintain competitiveness and quality of life. This measure considers whether the capacity of key infrastructure to serve the project has been confirmed and the levels are adequate.</p> <p>Sufficient capacity is defined as service levels for the intended use (e.g., ten ton road to service the project), rather than overall indirect or induced use. Indirect or induced demand should be addressed in the fiscal impact and stakeholder engagement measures in order to ensure that fiscal resources are not strained, levels of service do not decline, and quality of life is not diminished.</p> <p>This measure score is 100 if existing infrastructure capacity has been evaluated and is or will be sufficient to accommodate the proposed project without exceeding adopted or appropriate level of service standards. The measure score is 0 if capacity has not been confirmed or if capacity has been evaluated and is not sufficient to serve the project without exceeding adopted or appropriate level of service standards.</p> <p>The following template may be useful for securing agency input regarding key infrastructure capacity:</p> <p style="padding-left: 40px;">The following serves to note that the [Jurisdiction, Agency] [e.g., City of Midvale Department of Engineering] has identified adequate sewer capacity to handle the [Name of Project] at the estimated capacity of [e.g., gallons per day]. This communication in no way serves as an endorsement or approval regarding the proposed project. Rather, it provides confirmation that infrastructure capacity has been considered and appears to sufficient to serve the proposed project.</p>	

4. If a public investment is being made or requested for this project, please select the statement that best describes the fiscal impact review for this project.	
<input type="radio"/> A fiscal impact assessment has been conducted and the net effect is positive. Please identify source of fiscal impact analysis.	
<input type="radio"/> A fiscal impact assessment has been conducted and the net effect is neutral. Please identify source of fiscal impact analysis.	
<input type="radio"/> A fiscal impact assessment has been conducted and the net effect is negative. Please identify source of fiscal impact analysis.	
<input type="radio"/> No fiscal impact analysis has been conducted. Notes or comments if applicable.	
<input type="radio"/> Not applicable. No public investment is being made or requested for this project.	
① Fiscal Impact Fiscal impact analysis considers budgetary impacts associated with an investment. For example, will the investment lead to increased costs of services and, if so, is there a corollary revenue stream to cover those costs? Effective fiscal impact analyses account for full costs and revenues and clearly identify assumptions regarding impacts, timeframes, and expenses. This measure considers whether a fiscal impact analysis has been conducted for projects that are relatively large for the community or region, and the results of the analysis. Relatively large investments may be defined by considering the scale of the project, amount of investment, or other parameter appropriate to your context. A project earns 100 points if a fiscal impact analysis has been completed and demonstrates net positive benefit. The score is 0 points if an analysis demonstrates net negative effect of if an analysis was not conducted but was warranted. The score is NA if an analysis is conducted and the impact is neutral. The score is NA if no investment is being made for the project or the project scale does not warrant a fiscal impact analysis. Additional information can be found in the User's Guide.	
5. Please select the statement that <i>best</i> represents the incentive accountability plans for this project. Select one of the responses below.	
<input type="radio"/> There will be a legally binding provision to withhold incentives or payments until performance goals are verified and/or to recapture incentives or payments if performance goals are not met. Please briefly explain.	
<input type="radio"/> There will be no legally binding provisions to withhold incentives or payments until performance goals are verified and/or to recapture incentives or payments if performance goals are not met. Notes or comments if applicable.	
<input type="radio"/> No incentives or payments provided as part of this investment.	
① Incentive Accountability Incentives are often provided in exchange for commitments to specific deliverables such as job creation. Linking incentives to performance is an important component of fiscal responsibility and accountability. This measure only applies when incentives or payments apply to the proposed investment. The score is 100 if legally binding provisions will be in place to verify performance and withhold, recapture, or recalibrate incentives if performance goals are not met. The score is 0 if no legally binding accountability provisions for incentives or payments will be in place.	

<p>6. Please select the statement that <i>best</i> describes transparency of funding. Select one of the following responses.</p> <p>① Transparency of Public Funding</p> <p>The use of public funds should be transparent with respect to key details such as funding amounts, recipients, agreements, conditions, risks, and performance. To be useful, this information needs to be easily accessible to the public (e.g., available on-line).</p> <p>This measure only applies if the project will be receiving public funds. The score earned for this measure is 100 if subsidy and performance information is or will be easily accessible to the public and 0 if subsidy and performance information is not or will not be easily accessible to the public.</p>	
<p><input type="radio"/> The project receives public funds and information regarding the amount of subsidy and any performance and accountability agreements is easily accessible to the public. Please briefly explain.</p>	
<p><input type="radio"/> The project receives public funds, however, information regarding the amount of subsidy and any performance and accountability agreements are not easily accessible to the public. Notes or comments if applicable.</p>	
<p><input type="radio"/> No public funding provided.</p>	
<p>7. Please select the statement that <i>best</i> describes construction contractor standards. Select one of the following responses.</p> <p>① Responsible Contractor Standards</p> <p>Responsible contractor programs establish basic requirements that a contractor must meet in order to be eligible to bid on a project. Responsible Contractor Standards (RCSs) may focus narrowly on past performance (e.g., prior violations of law, project completion) or inclusively to address criteria such as project wages and benefits for workers. Well-designed comprehensive responsible contractor standards are useful for ensuring that investment dollars are stewarded and maximum value achieved.</p> <p>The score for this measure is 100 if the project will have responsible contractor standards specifying the basic requirements that a contractor must meet in order to be eligible to bid on work associated with the investment. At a minimum the standards should address quality, history, and performance. Wages and benefits may be addressed in the quality construction jobs measure. The score for this measure is 0 if no responsible contractor standards will be defined. If the project does not include construction, this measure does not apply and the project score is not affected.</p>	
<p><input type="radio"/> The project will have responsible contractor standards to screen the basic requirements that a contractor must meet to be eligible to bid on work in the development project.</p>	
<p><input type="radio"/> The project will not have responsible contractor standards to screen the basic requirements that a contractor must meet in order to be eligible to bid on work in the development project.</p>	
<p><input type="radio"/> This project does not include construction.</p>	

<p>8. Is the applicant a certified B Corporation and/or does the applicant provide incentives that favor B certified companies as tenants or project beneficiaries?</p> <p>① B Corporations Businesses that have received third party certification of their sustainability performance demonstrate strong alignment with TBL goals and deserve recognition for their commitments.</p> <p>This measure provides 100 bonus points if the applicant is a certified Benefit (B) Corporation and/or provides incentives that favor certified Benefit Corporations as tenants or project beneficiaries. Not all Benefit Corporations receive third party certification regarding social and environmental performance. This measure provides bonus points and does not impact the project score if there is no certification. While a number of reporting systems exist to help businesses and their stakeholders assess sustainability issues, to date B Lab is the only third party certifier of triple bottom line businesses. This measure can accommodate additional certifications if appropriate.</p>	<p>Yes</p> <p>No</p> <p>Don't Know</p>
<p>9. Does the project include relocation of existing jobs from another jurisdiction? <i>If yes, the following question is displayed. If no, NA to the following.</i></p> <p>① <i>How is this information used?</i> Economic development that is based on recruitment and relocation of existing businesses may generate jobs in one community while leaving another worse off. In some cases, relocation may be occurring because a facility has exceeded its capacity, needs an upgrade, or requires a workforce with different skills. In these circumstances, efforts should be made to meet these needs without dislocating jobs in the current location if feasible and/or mitigate negative impacts on the existing community.</p> <p>This measure considers whether the jobs “created” by this project are the result of avoidable job loss in another jurisdiction. If the project does not involve relocation of an existing business from another location, this measure does not apply and the project score is unaffected. A neutral score (NA) is earned if the project involves the relocation of an existing business but the jurisdiction gaining the jobs cooperates with the jurisdiction losing the jobs to try and keep the company in the existing jurisdiction and/or to mitigate impacts on the existing jurisdiction. Documentation should address why the jobs need to be relocated, expected impacts on the communities losing the jobs, and efforts to avoid or mitigate impacts on the communities losing jobs. A score of 0 is earned if the project provides incentives or otherwise encourages the relocation of existing jobs from another jurisdiction.</p>	<p>Yes</p> <p>No</p>
<p>9a. Please select the statement that <i>best</i> describes relocation of jobs. Select one.</p>	
<p><input type="radio"/> The project provides incentives or otherwise encourages an existing business (jobs) to relocate from another jurisdiction.</p>	
<p><input type="radio"/> The project involves the relocation of an existing business from another location but the jurisdiction gaining the jobs cooperated with the jurisdiction losing the jobs to try and keep the company in the existing jurisdiction and/or to mitigate impacts on the existing jurisdiction.</p>	

IV. GENERATING AND APPLYING THE TBL TOOL SCORES

When all of your project information is entered, the TBL Tool generates a score for each of the three triple bottom line goals: economic vitality, natural resource stewardship, and community well-being. Each goal is comprised of performance areas (outcomes that help us achieve our goal), and each performance area is comprised of measures (items that help deliver those outcomes). The score for a goal is computed by taking the average of its performance area scores, and each performance area score is computed by taking the average of its measure scores. If the project information is incomplete the tool will generate a working report that displays the information entered thus far and scores for the corresponding measures where sufficient information has been entered.

In order to account for contextual issues such as differences in project type, size, location, and community characteristics a measure score may appear as NA, FYI or bonus: NA scores ensure that overall scores are not affected if data is unavailable or a measure is not relevant (e.g., affordable housing questions are not applied to a manufacturing facility that has no housing component); FYI scores present summary information that may be useful to reviewers but is not linked to project impact (e.g., leveraged dollars); bonus scores provide credit for specific areas of leadership. Detailed information about measures and scoring can be found in the TBL Tool User's Guide.

Scores are based on a scale of 0 – 100, indicating the investment's degree of alignment or accomplishment. The tool does not explicitly weight measures; however, implicit weighting occurs because the relative weight of each measure varies depending upon how many measures are grouped in a performance area (e.g., a measure carries more "weight" if a performance area score is the average of three measures rather than ten measures). Users may wish to look more deeply at measures that are particularly important to their community or context.

The TBL Tool generates a summary report of a project's score for each of the three TBL goals (economic vitality, natural resource stewardship, and community vitality), with options to "drill down" for greater detail by using the "+" signs. The detailed report includes both project information and project scores. This is helpful for confirming that information was accurately entered and for considering potential areas for improvement. A color-coded legend gives an indication of how well a project seems to be configured for TBL performance. Results provide a general indication of a project's strengths and can be used in a number of ways including to explore options to improve a project, consider various alternatives, communicate with stakeholders, or track performance. When reviewing project reports it is important to keep in mind that scores provide a general indication of how well a project aligns with TBL goals and two projects with the same score may differ in the type or magnitude of impact. The TBL Tool also generates a "Due Diligence" report that provides a list of items that have been identified as completed, due to be completed, or warranting further attention. This appears both online and in the PDF report and is useful for tracking follow-up items.

V. DATA REQUIREMENTS SUMMARY

The following is a summary version of the data required to calculate a project score; it does not include the scoring options or “information bubbles” that are displayed in the detailed data entry forms above. Note that some of the items for which data is collected are included as bonus points or for information purposes only (FYI) and are not included as part of the core TBL Project Score (i.e., not penalized if the item is not addressed by the project). In addition, items that are not relevant to a specific project are not included in the score (e.g., affordable housing is not part of score if the project does not have a housing component). The data requirements are grouped below into six sections as they are on the TBL Tool website. The mapping component is described above in Section II.

A. INVESTMENT

1. Brief project description - FYI
2. Type of economic development project (check boxes) - FYI
3. Total project cost - FYI

For **capital projects**, total project costs are the hard and soft costs directly contributing to completion of the capital project. If the project being proposed is an infrastructure investment directly serving an economic development project (e.g., a road to tech park, water treatment for a manufacturing facility) please use the total cost of the project that the infrastructure is designed to serve. For **non-capital** projects, total project costs are the hard and soft costs incurred for the specific project period.

Hard costs may include land or building acquisition, site preparation and mitigation, construction, equipment, infrastructure and utilities directly contributing to the project. Land cost is the purchase price or, if donated, the assessed value of land donated -- with zero as the minimum (i.e., no negative value if the site is a brownfield). **Soft costs** may include assessments and studies, professional services (e.g., architectural, engineering, legal), inspections, permits, insurance, financing, and operating costs for non-capital project.

4. Amount of total project costs, if any, paid for with private investment - FYI
5. Amount of total project costs, if any, paid for with public investment - FYI
6. Funding request, if any, from this organization (e.g., this is a grant or loan application). - FYI
7. Has a Pro Forma been conducted by a qualified professional analyst that demonstrates financial viability of the project?
8. Does the investment include a program or policy to prioritize or encourage the purchase of goods and services from businesses that are owned and operated in the metropolitan area, micropolitan area, or county in which the project is located (i.e., supports retention of dollars in the local economy)? Bonus question.

B. INDUSTRY, JOBS, AND WAGES

Direct (non-construction) Jobs – Wages and Benefits

1. Industry NAICS code(s) for the project's direct jobs created and/or retained.

This will be a pull down menu and mostly at the 3 digit level (two for retail and four or five for some manufacturing). If the project includes more than 5 industries, select the top 5 by number of direct permanent jobs created and/or retained. Information regarding construction jobs is provided in another section. If this is an infrastructure investment directly serving an economic development project (e.g., road to tech park, water treatment for manufacturing facility) enter the industry(ies) and jobs for the project that the infrastructure is designed to serve.

Number of direct permanent jobs created and/or retained when the project is completed for each of the industries identified above (entered as FTE – full time equivalents). FYI only.

2. Expected average wage for the jobs created and/or retained by this project, if known. If not, average wage is calculated based on NAICS data entered above.
3. Percent of project direct jobs that are existing jobs being retained or relocated. FYI only.
4. Will the number of jobs created or retained distinguish this project as a major employer in the area or have a particularly catalytic impact on employment in the area? An example of a catalytic project is an arts center that does not create a lot of direct jobs but is a destination of renown that greatly supports the creation of jobs in tourism and arts related businesses. Another example might be a small technical center that provides critical assistance to farmers throughout the region? Bonus question.

Employee Benefits: Non-Construction Jobs

5. Percent of the direct jobs created and/or retained that will provide good quality employee benefits (e.g., affordable health insurance, sick days, vacation days, and retirement benefits).
6. Will the project have tenants?
 - a. If yes, will incentives be provided to tenants that offer employee benefits (e.g., health insurance, sick days, vacation days, retirement benefits)? Bonus question.

Opportunities for Employment Access and Advancement: Non-Construction Jobs

7. Regarding **equity and opportunity hiring goals** for direct jobs created and/or retained: will there be an agreement to collaborate with relevant workforce development and/or community-based organizations to define hiring targets appropriate to the area's population **and** monitor performance (i.e., tracking baseline information, effort, requests and considerations, and results)?
8. Regarding **recruitment, training, and placement partnerships**, for direct jobs created and/or retained: will there be an agreement to partner with relevant community-based and/or public organizations to conduct recruitment, training, and placement that is appropriate to the defined target populations (e.g., organizations have demonstrated cultural competency, success training and placing traditionally disadvantaged or underutilized populations)?
9. Regarding agreements to provide **professional development and training** for direct jobs created and/or retained: will there be an agreement to provide professional development and training on the job and/or through payment or reimbursement for continuing education (e.g., workshops, seminars, courses)?
10. Regarding opportunities for **underrepresented businesses**, will there be an agreement to utilize, mentor, or partner with underutilized businesses(es) for direct jobs created and/or retained?

Green Jobs

11. What percent of the project's direct jobs will produce green products or services? Green products and services include those that create energy from renewable sources; improve energy efficiency; reduce or remove pollution, waste, or greenhouse gases; focus on natural resource conservation (including organic agriculture and sustainable forestry); and/or increase environmental compliance, education or training. If none of the project's direct jobs produce green products or services, enter "0." Additional details can be found below and on the Bureau of Labor website (<http://www.bls.gov/green/>). Briefly describe.

Construction Jobs

12. Will construction trade workers be employed as part of this project? If yes, questions 12a – 12l appear.
- a. Total construction hours. FYI only.
 - b. What percent of the construction trade workers on the project will be covered by a legally binding agreement to properly classify construction employees and make certified payroll records available to a public entity or advisory body?
 - c. What percent of the construction trade workers on the project will be covered by a legally binding agreement to pay state defined prevailing wage rates for the trade or, where appropriate, "like pay" for the trade in the benefit area? Like pay refers to the average pay for the trade in the project area and may be an appropriate substitute for prevailing wage if the survey area establishing prevailing wage does not adequately reflect the project context (e.g., a rural project with wages set at a metro level).
 - d. What percent of the construction trade workers on the project will be covered by a legally binding agreement to provide health insurance benefit options?
 - e. What percent of the construction trade workers on the project will be covered by a legally binding agreement to provide retirement benefits to construction employees?
 - f. What percent of the construction trade workers on the project will be covered by a legally binding agreement to provide minimum 10 hour OSHA compliant safety training for all workers and 30 hour training for all supervisors?
 - g. What percent of the construction trade workers on the project will be covered by a Project Labor Agreement applicable to union and non-union workers?
 - h. Will the contractor be a registered apprentice or training program participant?
 - i. Will the contractor have a binding agreement in place to meet or exceed the minimum recommended **apprentice utilization** levels within legal maximums (percent of total hours or workforce as recommended by federal or state law)?
 - j. Will there be **a binding agreement that a minimum of 20% or 30% of non-apprentice construction employment hours** will be performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations (e.g., targeting low income, women, people of color, veterans, disabled individuals and formerly incarcerated individuals)? If so, specify percent.
 - k. Will there be **a binding agreement that a minimum of 20% or 30% of apprentice hours** will be performed by traditionally disadvantaged and underutilized populations as defined by appropriate community-based and public organizations (e.g., targeting low income, women, people of color, veterans, disabled individuals and formerly incarcerated individuals)? If so, specify percent.
 - l. Will there will be **a binding or non-binding agreement** to utilize, mentor, partner or otherwise support participation of under-represented businesses in project construction contracts?

C. CONSTRUCTION AND OPERATIONS

1. Will the project receive third party certification by an appropriately recognized international, national, or regional program for green building and/or infrastructure (e.g., LEED, Earth Advantage, Green Globes, GreenLITES) or demonstrate plans to build to third party standards but without certification?
2. Does the project make use of an existing structure (e.g., reuse/remodel rather than new construction)? Bonus question.
3. Will the project receive third party certification by an appropriately recognized international, national, or regional sustainable site design or low impact development program (e.g., Sustainable Sites, LEED-ND, One Planet Communities) or demonstrate plans to build to third party standards but without certification?
4. Is the investment designed to improve walkability, bikability, and/or transit accessibility (e.g., a mixed use development that contributes to community completeness, provision of retail services within ¼ mile of housing, addition of transit to area)? Bonus question.
5. Does the project remediate a brownfield site, provide habitat restoration, or conserve a natural resource (improve site conditions rather than mitigate project impacts)? If yes, how many acres will be remediated/restored as part of this project? Please round to the nearest quarter of an acre. Bonus question.
6. Will on-going building performance be monitored through participation in the Energy Star Energy Management program?
(http://www.energystar.gov/index.cfm?c=assess_performance.assess_performance_index)
7. Does the project include strategies to achieve lower water use than is the norm for the project industry or industries (e.g., a chip manufacturer incorporates a water recycling process that results in less water use than the industry norm)? Building features such as low-flow bathroom appliances are not addressed here; they are addressed in the green building measure above. Bonus question.
8. Does the project include strategies to produce less toxic emissions to air, water, or land than is the norm for the project industry or industries (e.g., use of a non-toxic alternative to industry standard)? Non-toxic building features such as low VOC paint are not addressed here; they are addressed in the green building measure above. Bonus question.

9. Will demand management or trip reduction strategies be put in place to reduce automobile trips associated with employee and/or customer commuting (e.g., telecommuting, transit passes, shuttles, bicycle facilities and locker rooms)?
10. Will operations be compliant with certifications or standards for industry best environmental practices (e.g., green tourism, IT, forestry, agriculture/food production)? Bonus question.
11. Will a portion of the project's energy supply come from renewable resources including solar, wind, geothermal, biogas, biomass, and low impact hydroelectric sources either through utility purchase, renewable energy certificates, or on-site generation sources AND, if so, will the project will participate in the US Green Power Partnership Program (<http://www.epa.gov/greenpower/>)?
12. If the project has tenants, will the building owner require, incentivize, or encourage the tenants/occupants to meet best practices in green operations and management? Bonus question.
13. If the project has tenants, will the building owner require, incentivize, or encourage the tenants/occupants to participate in the US Green Power Partnership Program?

Questions 14 to 21 ask the user to confirm whether the project is in or near sensitive natural resources as identified by the TBL Tool and, if so, whether measures to avoid or mitigate impact are in place.

D. PLACEMAKING AND ACCESSIBILITY

1. Will the project preserve, enhance, or diminish culturally or historically significant structures, facilities, or districts?
 - a. If preserving or enhancing, does the project meet criteria for inclusion on national, state, or local registry and/or have a letter supporting cultural or historical significance provided by appropriate historical or cultural commission or agency?
2. Will the project have a positive, negative, or neutral impact on culturally or historically significant practices?
3. Will the project include culturally or historically significant programming (e.g., performances, activities)? If so, are any components designed explicitly to serve the community (e.g., connection to schools, discount days)?

4. Does the project create, enhance, or diminish public spaces (e.g., public spaces include parks, plazas, trails, gardens, and scenic views)? Public spaces may be privately owned but publicly accessible and may be vertical spaces (e.g., rooftop garden)?
 - a. If preserving or enhancing, will there be a plan in place to promote productive public use and care of the space (e.g., interpretive signs, marketing campaign, stewardship partnership with neighbors or schools, integration into the surrounding area, uses and activities are designed to create vibrancy and use across day and seasons)?
5. Will any residents and/or businesses be temporarily or permanently relocated as a part of this project? If yes,
 - a. Will a relocation plan for residents and business that is appropriate to their needs before, during, and after relocation be developed and will the plan include details regarding counseling and support services, opportunities to return, financial assistance for costs associated with relocation, and clear specification of tasks, timelines, responsibilities, performance monitoring, and recourse/consequence?
 - b. Is there a plan to meaningfully collaborate with diverse residents and businesses in the area in creating the relocation plan, with a particular focus on underrepresented and disadvantaged populations?
6. Is the cost of living or doing business in the neighborhood likely to increase as a result of this project (i.e., residents and/or businesses may be priced out of the neighborhood or involuntarily displaced)? If yes,
 - a. Will an anti-displacement strategy be created to prevent and mitigate potential displacement of residents and businesses in the surrounding area due to factors such as rising rents and taxes?
 - b. Is there a plan to meaningfully collaborate with diverse residents and businesses in the area in creating the anti-displacement strategy, with a particular focus on underrepresented and disadvantaged populations?
7. Are there restricted affordable housing units on the project site? (i.e., affordability limited under a government contract, deed restriction, or other measure; for example, subsidized housing, tax credit housing, low income housing, public housing, section 8 housing, deed restricted housing) If yes,
 - a. Will binding agreements be in place to provide one-for-one replacement of currently affordable housing units at the project site and what is the duration of the agreement (e.g., 10 years, 30 years, perpetuity)?
8. Will the project include any housing units in addition to one-for-one affordable housing replacement units? If yes,
 - a. What percent of the units are designated as affordable (i.e., spending maximum 30% of income on housing costs) to households with income at or below 120% of Area Median Income (AMI)?
 - b. Will long term affordability of these housing units be assured and, if so, for how long?

E. GOVERNANCE

1. Does this project align with or support the region's economic development strategy?
2. Is there or will there be a program or policy to identify and work with diverse stakeholders that may affect or be affected by the project in order to develop and implement an appropriate engagement strategy that includes tasks, timelines, and responsibilities? Depending upon the context, stakeholders may include people of different age, ethnicity, or income as well as agencies, jurisdictions, and businesses.
3. Has existing infrastructure capacity confirmation been evaluated? If so, is there or will there be sufficient sewer, water, transportation, and utility capacity to accommodate the proposed project without exceeding adopted or appropriate service standards? Transportation capacity refers to the intended use (e.g., ten ton road to service the project) rather than overall indirect or induced trip generation.
4. If the project is relatively large for the community or region, has a fiscal impact analysis been conducted and, if so, was the identified net benefit positive, neutral, or negative? Relatively large investments may be defined by considering the scale of the project, amount of investment, or other parameter appropriate to your context.
5. Will incentives be provided for this project and, if so, are there any legally binding provisions to withhold incentives or payments until performance goals are verified and/or to recapture incentives or payments if performance goals are not met?
6. Does the project receive public funding and, if so, is information regarding the amount of subsidy and any performance and accountability agreements easily accessible to the public?
7. If the project includes construction, are responsible contractor standards in place for screening of the basic requirements that a contractor must meet in order to be eligible to bid on work in the development project?
8. Is the applicant a certified B Corporation and/or does the applicant provide incentives that favor B certified companies as tenants or project beneficiaries? Bonus question.
9. Does the project include relocation of existing jobs from another jurisdiction and, if so, does the project include incentives or otherwise encourage an existing business (jobs) to relocate from another jurisdiction? Have efforts been made to retain the jobs in the existing jurisdiction and/or mitigate the impacts on the community?