

Application Evaluation Rubric

All Applications will be evaluated using the evaluation rubric outlined below which consists of three sections:

1. **Mandatory Requirements:** These are scored as “yes” or “no”. All items must receive a “yes” in order to move forward in the selection process.
2. **Scoring Criteria:** These are scored according to a point system, where the lowest score means the applicant meets none of the outlined criteria, and the highest score means that the applicant not only meets the basic requirements but exceeds them in at least one area.
3. **Project Prioritization Criteria:** These are bonus points awarded to projects that exceed the minimum requirements in a way that aligns with the project prioritization criteria.

IMPORTANT: In addition to the above scores, CEN may also consider adherence to program goals and priorities and any disclosure of, or discovery of, violations pertaining to any entity involved in the application that may be detrimental to the success or reputation of the project.

Mandatory Requirements:

Score the application on whether it meets each of the Mandatory Requirements below in order to determine if it should proceed to the next level of scoring by entering either “yes” or “no”.

Item	Requirement	Yes / No
1)	Applicant submitted a complete application.	
2)	Lead applicant meets the definition of a community anchor institution (CAI) as detailed in the Program Guidance.	
3)	Applicant and partner(s) are SAM.gov registered and can produce UEI and TIN numbers.	
4)	Lead applicant and partner(s) are registered with CEN or are committed to obtaining membership upon award.	
5)	Neither the lead applicant nor any partners, contractors or subcontractors have a history of debarment or other violations.	
6)	Lead applicants applying with partners included a partner agreement or memorandum of understanding (MOU).	
7)	Project meets the CPF's criteria for Eligible Projects under the Guidance for the Coronavirus Capital Projects Fund .	
8)	Identified Project Areas are within the state of Connecticut.	
9)	Project will ensure installations meet or exceed the minimum 1 gigabit-per-second symmetrical download and upload speeds across all project areas.	

10)	Applicant provided statement of viability.	
11)	Project will reach a final completion date no later than June 30th, 2026.	
12)	Project area facilities are currently connected to the CEN network or will be connected to the CEN network by project completion.	
13)	Affidavit is signed by Lead Applicant and any involved partners.	
Total Number of Requirements Met:		

Scoring Criteria:

Score the application on how it meets each criteria listed, considering the following scoring guide:

- **Zero points:** Applicant(s) meet none of the criteria are met
- **Mid-range points:** Applicant(s) meets 50% of the criteria
- **Maximum points:** Applicant(s) meets all criteria and significantly exceeds in 1+ area

Item	Topic	Scored Criteria	Max	Score
14)	Statement on Organization & Experience	<p>Demonstrated experience of the primary applicant and any partners in providing proposed services, including, as applicable, service to community, number of years providing services, current or intended service area, types of services offered, and service tiers with pricing.</p> <p>Organizational chart clearly identifies the intended project team with titles, and delineates leadership and technical roles required to carry out the proposed project.</p> <p>Personnel bio clearly identifies each project member, including name, title and role summary within their organization and their intended title and role summary for the project team. Bios clearly demonstrate previous project experience and how it directly relates to the current project, and that each member will be committed for the duration of the project.</p>	8	

15)	Executive Summary	Demonstrates why the project is needed, benefit to the community, how the project meets the primary objective and aligns with project prioritization criteria, number of citizens it will serve, and clarifies whether the project areas are currently connected to the CEN network, and if not, how the project plans to connect them to the CEN network.	8	
16)	Project Budget	Applicant provides a detailed project budget using the provided template that demonstrates cost-effectiveness and best overall value to the state when considering the grant amount requested in comparison to the community benefit.	8	
17)	Project Timeline	<p>Demonstrates a fully developed project plan, including objectives, timeline, milestones, and distinct accomplishments tied to each with associated costs that are specific, measurable, achievable, and realistic for the project’s funding request.</p> <p>Demonstrates the project can be completed no later than June 30th, 2026.</p> <p>Demonstrates a Timeline addresses the following factors where applicable: Project design, equipment acquisition, installation and provisioning, contracting, engineering, permitting, digital equity & inclusion, affordability activities, construction and connections, and any other applicable major contingencies.</p>	8	
18)	Implementation & Project Management Strategy	Demonstrates a clear implementation and project management strategy for this project that is specific, measurable, achievable, and realistic for the project’s funding request and timeline. Demonstrates why the applicant believes the selected strategies will be effective.	9	

19)	Technical Specifications	<p>Demonstrates how the technology being put into place will enable the services at the scale proposed, with the ability to handle increased volume of usage over the reasonable non-obsolete lifecycle of each system.</p> <p>Includes a list of systems, hardware, software, and their relevant specifications that are currently in use.</p> <p>Includes currently collected usage metrics from a report covering at least 30 days within the last 180 days.</p> <p>Demonstrates capabilities of access points, SSID broadcasting and authentication.</p> <p>Clarifies whether the project areas' facilities are currently connected to the CEN network, and if not, how the project plans to connect them to the CEN network.</p> <p>Clarifies and how the project will meet or exceed the minimum wireless internet speeds of 1 gigabit-per-second symmetrical download and upload speeds.</p>	9	
20)	Identified Risks & Mitigation Plan	<p>Applicant clearly demonstrates a thorough list of risks accompanied by comprehensive mitigation plans to address each, including future upgrade and scalability, cybersecurity, disaster recovery and business continuity.</p>	8	
21)	Project Impact Statement	<p>Applicant demonstrates demographics of project areas, how they qualify as underserved, economically disadvantaged or communities of color and includes clear plans to address accessibility and equity during implementation and post close-out project phases.</p> <p>Applicant clearly demonstrates realistic anticipated project impact.</p> <p>Applicant shares data sets and data sources that were used for drawing conclusions, projecting numbers and provides transparency in articulating potential shortfalls or gaps in the data.</p>	9	

22)	Community Support	Evidence of substantive community support in the form of letters of support from community stakeholders in leadership positions that describes specific needs and anticipated benefits that would result from the project, and/or evidence of the applicant’s local involvement in non-financial aspects of the project.	8	
Total Score:			75	

Preferential Scoring:

Score the application based on the following preferences where:

- **0 Points:** Applicant(s) meet none of the criteria are met
- **Mid-range Points:** Applicant(s) meets 50% of the criteria
- **Maximum Points:** Applicant(s) meets all criteria and significantly exceeds in 1+ area

Item	Topic Area	Scored Criteria	Max	Score
23)	Prioritization Projects	Project leverages establishment of community partnerships between schools, libraries, and municipal service providers (i.e. senior centers) and other CAIs.	5	
24)	Prioritization Projects	Clear sustainability plan shows services would continue through independent funding, with a clear transition plan and outline of how services will be managed and maintained after the funding period ends.	5	
25)	Prioritization Projects	Project proposes integration with eduroam and capability to install access points that broadcast the eduroam service set identifier (SSID).	5	
26)	Prioritization Projects	Project proposes to exceed the 1 gigabit/1gigabit minimum requirement for Wi-Fi speeds.	5	
27)	Prioritization Projects	Project has acquired in-kind contributions to offset project cost.	5	
Total Preferential Score:			25	

TOTAL SCORE:

Scoring Criteria Total	___ / 75
Preferential Criterial Total	___ / 25
Totals	___ / 100