

PROJECT SCREENING CHECKLIST

Use the checklist below to evaluate each project idea against the PB eligibility requirements:
This checklist does not guarantee eligibility, but provides a tool for you to make an initial assessment.

IDEA TITLE: _____

SOURCE CODE: _____

Any answers marked "NO" disqualifies the project from eligibility

	YES
1) Will the project be accessible to the public without limiting access to a group of people that is identified by paid or exclusive membership in a single specific school, club, program or other organization?	
2) Will the project accomplish the goals with money from only this year's PB process, or does it have a guaranteed funding source for additional required funding or future years? (retails sales or market-driven revenue is not guaranteed)	
3) Can the project be implemented without changing existing public policy, ordinances, laws or regulations?	
4) Does the project avoid promoting religious views or beliefs?	
5) Does the project avoid paying any salaries? (limited-term/temporary skilled labor or professional services are eligible)	
6) Does the project avoid paying for studies, research, plans, or other written research?	
7) Does the project avoid providing any funds or benefits to businesses without competitive bidding?	
8) Does the project avoid providing any funds directly to private individuals? (this does not include professionals competitively providing goods/services for a project)	
9) What kind of project is this?	
A Provides a program, service, training, class, event, workshop, social service, education, certification and/or ongoing assistance <i>If "A", continue to Question #10 - PROGRAMS & SERVICES</i>	
B Builds infrastructure, streets/roads, public facilities, buildings on public property owned by the City of Vallejo and will be implemented by the City of Vallejo or a public agency <i>If "B", skip to Question #13 - CAPITAL INFRASTRUCTURE & DURABLES</i>	

PROGRAMS AND SERVICES

10) Will at least 51% of the people served by the project be low- to moderate-income Vallejoans living within incorporated City of Vallejo limits?	
11) Will the project be implemented by a public agency* or registered 501(c)3 non-profit organization?** <i>*Public agencies must provide an in-kind contribution to the project.</i> <i>**Both public agencies and non-profit organizations must pay for all overhead and/or administrative costs.</i>	
12) Will the project require at least \$30,000 but no more than \$75,000?	

CAPITAL INFRASTRUCTURE & DURABLES

13) Will the project occur on public property owned by the City of Vallejo within incorporated City of Vallejo limits?	
14) Does the project have a plan for ongoing sustainability beyond the first 12-16 months? (e.g., a maintenance or repair plan)	
15) Will the project be implemented by the City of Vallejo or a public agency* ? <i>*Public agencies must provide an in-kind contribution to the project and pay for all overhead and/or administrative costs.</i>	
16) Will the project require at least \$30,000 but no more than \$300,000?	

S.

NO

1 course,

of Vallejo,