

OPERATIONS AND MAINTAINENCE BEST PRACTICES OFF CYCLE SCORING GUIDE

YOUR COMMUNITY IS ELIGIBLE FOR AN OFF CYCLE SCORING IF:

- **Your community has a funded Capital Improvement Project (CIP) construction project.**

The following scores are required in order for your community to receive construction funding. If your current Best Practices Score does not meet all of these thresholds, you can request an off cycle scoring.

Total Best Practices Score	60 points
Workers Compensation Insurance Score	2 points
Payroll Liability Compliance Score	2 points

- **Your community has submitted a complete Microloan application for review.**

The following scores are required for your community to receive a loan. If your current Best Practices Score does not meet all of these thresholds, you can request an off cycle scoring.

Total Best Practices Score	50 points
Utility Management Training Score	5 points
Budget Score	13 points
Revenue Score	15 points
Workers Compensation Insurance Score	2 points
Payroll Tax Liability Score	2 points

HOW TO REQUEST OFF CYCLE SCORING:

- Please send an email requesting an off cycle scoring to: dec.capacity.development@alaska.gov.
- The Department of Environmental Conservation Capacity Development Program will respond to your email to confirm eligibility and will copy your community's assigned Rural Utility Business Advisor (RUBA), Remote Maintenance Worker (RMW), and Operator Certification Program staff.
- You must provide the following documentation:

Send to Assigned RUBA
1) Current budget
2) Monthly financial reports provided to the Council for the last 6 months
3) Meeting minutes for the last 6 months
4) Request an 8821 Form from your RUBA staff. Sign and return the form to RUBA.
5) Current worker's compensation policy

Send to Assigned RMW
6) Preventative maintenance plan reports for the last 6 months

Send to dec.opcert@alaska.gov
7) The names of your primary and alternate water plant operators

- Your assigned RUBA, RMW, and Operator Certification Program staff will provide the updated scoring information to the Capacity Development Program.
- Once the scoring is complete, the Capacity Development Program will be in touch via email with your updated score.

Please reach out via phone or email if you have any questions about the off cycle scoring process.

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