

## WHO CAN REQUEST AN OFF CYCLE SCORING?

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

The following scores are required for your community to be eligible for 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

## STEPS OF OFF CYCLE SCORING REQUESTS:

1. Community leader sends an email requesting an off cycle scoring to:  
[dec.capacity.development@alaska.gov](mailto:dec.capacity.development@alaska.gov).
2. The Department of Environmental Conservation Capacity Development Program will respond to your email to confirm eligibility. If your community is eligible, the Capacity Development Program will contact your community's assigned Rural Utility Business Advisor (RUBA), Remote Maintenance Worker (RMW), and Operator Certification Program staff of the off cycle scoring approval and confirm the scoring date timeframe.
3. Your assigned RUBA, RMW, and Operator Certification Program staff will contact you for any needed documentation.
4. Once all documentation has been received and reviewed, RUBA, RMW, and Operator Certification Program staff will provide the Capacity Development Program updated scoring information.
5. Once the scoring is received, the Capacity Development Program will email you your updated score.

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

Tammy Helms  
[tammy.helms@alaska.gov](mailto:tammy.helms@alaska.gov)  
907-269-7613