# Idea Ranking Tool

Introduction

The Idea Ranking Tool is used by committees to evaluate project ideas based on three main criteria: **need**, **feasibility**, and **equity**. This tool makes public spending more equitable by helping delegates direct resources to where they are needed most.

How to Use this Tool?

The Idea Ranking Tool asks delegates to rate project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).
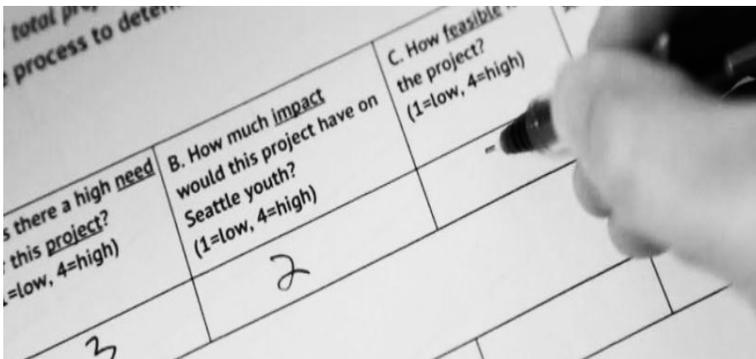
When should committees use this tool?

The Idea Ranking Tool can be used throughout the proposal development process:

STAGE 1: Make a shortlist of projects to research.

After the first committee meeting, delegates will use the tool to decide which projects they will research, and identify questions that require answers before determining project ratings.

STAGE 2: Decide which projects will be submitted to the City for feedback.

Delegates will use information gathered from data, site visits, and agency briefings while ranking ideas to determine which projects will be submitted to the city for feedback.

STAGE 3: Incorporate agency feedback and select final projects for the ballot.

Incorporating agency feedback may alter ratings for feasibility or need.

Feasibility

How do we know if a project is highly feasible?

✓ Similar projects have been implemented by the city.

✓ The project meets eligibility criteria for PB funding.

✓ The relevant city department has stated that the project is feasible.

✓ There are little or no legal barriers to implement the project.

Rating:

4. Project is highly likely to be feasible
3. Project is probably feasible
2. Project may or may not be feasible
1. Project is not feasible
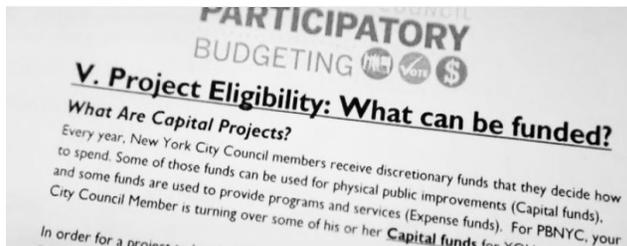
Need

How do we know if there is a high need for a project?

✓ Your committee's own research, meetings with city staff, and observations will determine if a project solves an important community problem.

✓ The number of times a project was proposed during idea collection may indicate the strength of community support.

✓ This project is not already being funded by the city or another source.

✓ The project would benefit a large number of people.

✓ The project provides a resource that is missing in the community.

Rating:

4. Extremely high need for project
3. Very high need for project
2. Moderate need for project
1. Low need for project

Equity

How do we know if a project will have a high impact on equity (where resources most benefit high-needs communities)?

✓ The neighborhood where the project has been suggested is low-income, has high enrollment in public assistance, or has other measures of limited resources.

✓ The project would direct resources towards many underserved people (e.g. low-income communities, public housing residents, immigrants, people experiencing homelessness, LGBTQ communities, children in foster care, people with disabilities, people of color, formerly incarcerated individuals, etc.).
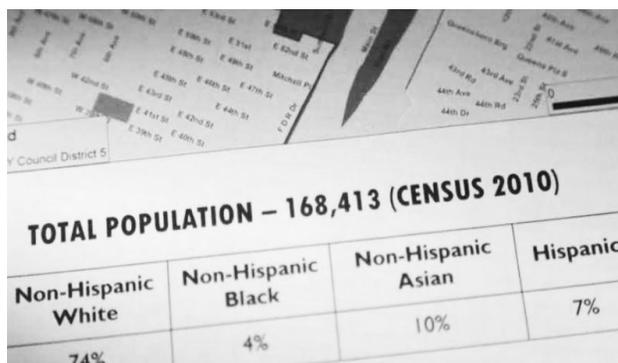
Rating:

4. Very high equity impact- project deeply and definitively benefits an underserved population

3. High equity impact- project definitively benefits an underserved population

2. Medium equity impact- project carries some benefits for underserved populations, but the benefits may be greater for the community's more privileged populations

1. Low equity impact- project does not necessarily benefit underserved populations at all

Thank you for becoming a Budget Delegate and using a decision-making process that makes more equitable spending decisions. **Please refer to the Idea Ranking Tool below for sample ratings and practice prioritizing ideas using the empty tool.** Refer to the **Budget Delegate Guide** for more information.

Sample Idea Ranking Tool & Research

PARTICIPATORY
BUDGETING PROJECT

Project Idea	A. Is there a high **need** for this **project**?	B. How **feasible** is the project?	C. How much impact would this project have on **equity** in the community?	Total project score (/12)
Project 1: New playground equipment at Green Hills Park	2	3	3	**8**
Project 2: New lighting for Thompson Green	2	3	2	**7**
Project 3: Skate Park in Gilded Heights	4	3	4	**11**

Sample Research Questions for Project 1

Need:
1. How many playgrounds exist in the neighborhood and what state are they in?
2. Is this playground in the worst shape?
3. Are there other quality play areas near-by?
4. How many times was this idea proposed?
5. How many people use this park or would use this park?

Feasibility:
1. Is this city-owned property?
2. How much is this project likely to cost?
3. Has the city already committed funding to this park? Does another funding source exist?

Equity:
1. What is the low income population in this neighborhood?
2. What is the population of youth between ages 3-12?
3. Would the playground equipment serve children with varying needs and abilities?

SCALE
4 = high
1 = low
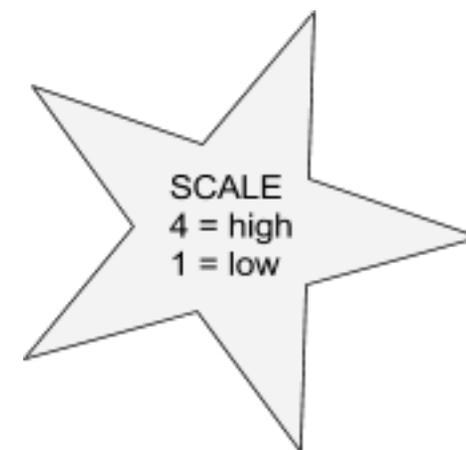
Real PBNYC Projects with High Equity Ratings

PbP
PARTICIPATORY
BUDGETING PROJECT

Category	Project Name on Ballot	Description on the Ballot	Impact on Equity
Housing	Grounds Renovation at NYCHA Elliott-Chelsea Houses	New playground fencing, renovate walkways, and revitalize garden areas designed with Elliott-Chelsea House residents.	Project is located in a public housing development, where capital budget is strained and improvements are limited.
Housing	Red Hook WiFi	Installing 50 WiFi devices on the rooftops of Red Hook houses in order to increase the coverage of free Internet service to public houses in Red Hook.	Project increases internet access for low-income public housing residents, which supports resident education, access to services, access to employment, etc.
Schools	PS146/MS448 Innovative Gym Renovation	School serves 1,400 children. 50% qualify for free lunch. 30% have disabilities. Overcrowding is an issue. Renovation of a room (currently not useable) allows for physical fitness, yoga, dance, etc.	The description helps voters understand how the project addresses equity issues; the project directs resources towards a high-need school.
Schools	PS 179 Auditorium Renovation	A Title 1 school with 1,000 students; 45% are English Language Learners. The renovation would make a decrepit auditorium functional with a wireless sound system, new curtains and a refurbished stage.	Same as above
Arts, Culture & Community Facilities	CHiPS Mobile Showers for Homeless Neighbors	The CHiPS soup kitchen will purchase a two-stall shower trailer that provides our neediest neighbors access to hygiene.	Project provides resources for people experiencing homelessness in the district. *(*As of 2017, this project received the most votes in the history of PBNYC.)*
Parks & Recreation	Play for All: PS 155 William Paca Playground Renovation	Upgrade playground and install equipment for Special needs students	Project targets resources towards students with disabilities and special needs.
Culture & Community Facilities	Belmont Library - Disability Accessible Bathrooms	Renovate Bathrooms at the Belmont Library to make them accessible to handicap visitors.	Project increases accessibility in a public space.

PARTICIPATORY BUDGETING PROJECT

Idea Ranking Tool Exercise

SCALE
4 = high
1 = low
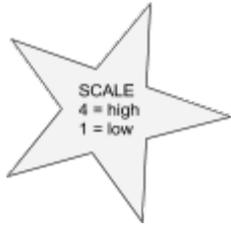
SAMPLE PROJECT	A. Is there a high **need** for this project?	B. How **feasible** is the project?	C. How much impact would this project have on **equity** in the community?
	What questions would you need to research to rank need, feasibility and equity?		
	How would you gather this information?		

Idea Ranking Tool Template

Project	B. Is there a high **need** for this **project**?	B. How **feasible** is the project?	C. How much impact would this project have on **equity** in the community?	Total project score
Project 1:				
Project 2:				
Project 3:				
Project 4:				

Idea Ranking Tool: Guiding Questions and Ranking

Feasibility:

- Is it city property?
- Is it legal?
- Can it be completed by 2026?
- Is another source already committed to funding this idea?
- Can an incremental version or a pilot program be done to initially start this project?
- Is this a recurring cost?

Rating:

4. Project is highly likely to be feasible
3. Project is probably feasible
2. Project may or may not be feasible
1. Project is not feasible

Needs:

- Is this idea currently prioritized in the city's budget?
- Is this project already prevalent in in this area? If this project exists in the area, is it still in good standing?
- How many times was this project proposed?
- Does the project provide necessary/helpful resources?

Rating:

4. Extremely high need for project
3. Very high need for project
2. Moderate need for project
1. Low need for project

Equity:

- Will the project help a variety of people? Does this serve a variety of populations?
- How accessible is it by the public?
- Does this benefit a large population of the community?
- Will the project assist the most vulnerable or the most in need in the area?
- Will this serve a large percentage of the vulnerable population?

4. Very high equity impact- project deeply and definitively benefits an underserved population

3. High equity impact- project definitively benefits an underserved population

2. Medium equity impact- project carries some benefits for underserved populations, but the benefits may be greater for the community's more privileged populations

1. Low equity impact- project does not necessarily benefit underserved populations at al

Idea Ranking Tool   District 1

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 2

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 3

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 4

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 5

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	**Category/ Department**	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	**Total score (/12):**
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Idea Ranking Tool   District 6

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	**Total score (/12):**
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Idea Ranking Tool   District 7

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 8

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 9

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 10

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 11

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 12

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	**Category/ Department**	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	**Total score (/12):**
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Idea Ranking Tool   District 13

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 14

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 15

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 16

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 17

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 18

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 19

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 20

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 21

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	**Total score (/12):**
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Idea Ranking Tool   District 22

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	**Category/ Department**	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	**Total score (/12):**
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Idea Ranking Tool   District 23

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 24

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 25

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 26

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 27

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 28

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 29

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	**Total score (/12):**
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Idea Ranking Tool   District 30

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 31

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	**Category/ Department**	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	**Total score (/12):**
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Idea Ranking Tool   District 32

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	**Total score (/12):**
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Idea Ranking Tool   District 33

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 34

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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Idea Ranking Tool   District 35

Rank project ideas on a scale of 1 to 4 in terms of need, feasibility, and equity (where 4 is the highest).

Idea Number & Project Name	Category/ Department	Is there a high **need** for this project?	How **feasible** is the project?	How much impact would this project have on **equity** in the community?	Total score (/12):
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