CHIP Municipal Readiness Self-Assessment

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Current as of: 11/1/2026

The **CHIP Municipal Readiness Self-Assessment** is designed to help your community understand where it stands today in preparing for future participation in the Community and Housing Infrastructure Program (CHIP). This tool highlights the foundational elements - strategic planning, internal capacity, data readiness, partnerships, financial understanding, and project identification - that contribute to a strong CHIP application and successful long-term implementation. By reflecting honestly on your current strengths and areas for growth, you can better determine what support, resources, or next steps will help your municipality move from early exploration to confident readiness.

For each statement, rate your community on a scale of **1 to 5**:

1 = Not at all true

3 = Somewhat true / in progress

5 = Fully true / well-established

Self-Assessment

Section 1 — Strategic Alignment and Vision

_____**1.1** We have a clear housing development vision or plan that guides our priorities.

_____**1.2** We have identified areas where redevelopment or new development is desired.

_____**1.3** We understand how CHIP could support our long-term community goals.

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_____**1.4** We have consensus among leadership (selectboard/council, manager/administrator, planning commission) about development and housing development priorities.

Score subtotal: _____ / 20

Section 2 — Internal Capacity and Governance

_____**2.1** We have identified who would lead CHIP work internally (e.g., planning, administration, finance).

_____**2.2** Staff have the time and capacity to take on early CHIP-related tasks.

_____**2.3** We have access to legal, financial, and planning expertise, internally or through partners.

_____**2.4** We have experience managing multi-year capital or development projects.

_____**2.5** We have a process for coordinating across departments (planning, public works, finance, administration).

Score subtotal: _____ / 25

Section 3 — Data, Analysis, and Baseline Conditions

_____**3.1** We have up-to-date zoning, parcel, and land use data for potential project areas.

_____**3.2** We understand existing infrastructure conditions and capacity (water, sewer, roads, stormwater).

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_____**3.3** We have access to property valuation data and understand our tax base trends.

_____**3.4** We can identify infrastructure needs that may be barriers to development.

_____**3.5** We have the ability to gather or commission market, feasibility, or financial analyses when needed.

Score subtotal: _____ / 25

Section 4 — Partnerships and Stakeholder Engagement

_____**4.1** We have active relationships with regional planning commissions and regional development corporations.

_____**4.2** We have engaged or begun conversations with potential nonprofit or private housing development partners.

_____**4.3** We have a process for engaging the community early in development discussions.

_____**4.4** We understand likely community concerns and can plan for transparent communication.

_____**4.5** We have relationships with state agencies relevant to housing development and infrastructure.

Score subtotal: _____ / 25

Section 5 — Financial Readiness

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_____**5.1** We understand the basics of tax increment financing and how increment is generated.

_____**5.2** We have a clear picture of our bonding capacity and financial policies.

_____**5.3** We have experience evaluating project budgets and public□private partnerships.

_____**5.4** We can identify potential funding sources to complement CHIP (grants, capital plans, bonding, etc.).

_____**5.5** We have the ability to monitor and report on long□term financial commitments.

Score subtotal: _____ / 25

Section 6 — Project Opportunity Identification

_____**6.1** We have at least one area or project concept that may be a good fit for CHIP.

_____**6.2** We understand the barriers preventing that project from moving forward today.

_____**6.3** We have a sense of the public infrastructure investments that might be needed.

_____**6.4** We have begun informal discussions with landowners or developers.

_____**6.5** We can articulate how the project would benefit the community.

Score subtotal: _____ / 25

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Total score: _____

Interpreting Your Score

100–145: Strong Readiness

Your community has a solid foundation. You're well positioned to begin shaping a CHIP project and could move toward feasibility work when the time is right.

60–99: Moderate Readiness

You have several strengths but also some gaps. Focus on building internal capacity, clarifying project opportunities, and strengthening partnerships.

Below 60: Early Stage Readiness

You're at the beginning of the process. This is a great time to build understanding, gather baseline data, and identify potential opportunities. You'll likely benefit from technical assistance as the program matures.

Charting Your Path Forward

Your results provide a snapshot of your municipality's current readiness and can guide conversations about priorities, capacity needs, and potential project opportunities. There is no "right" score; communities are entering this process from different starting points, and CHIP is designed to support a wide range of local contexts. Use your assessment to identify where additional training, technical assistance, or planning work may be helpful over the next one to three years. As the program evolves, your municipality can revisit this tool to track progress and stay aligned with the steps needed to prepare for a successful CHIP project.

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