

RFA Appendix A: Scoring Rubric

Yes/No/?

Pre-screening

Is the application complete?

Does applicant meet eligibility criteria?

Does the application and budget request meet the objectives of the grant?

Are the requested expenses allowable?

Does the budget request have the required supporting documents (i.e., bids, estimates, permission to complete project if renting land or building)?

Does the application indicate whether the applicant has worked with a technical assistance provider? (See Technical Assistance section of application).

EVALUATION CRITERIA	MAXIMUM POINTS POSSIBLE
Project Summary <ul style="list-style-type: none"> Is the summary clear and complete? 	10
Background <ul style="list-style-type: none"> Is the description of applicant's background, including the background of the business, clear and relevant? Will their experience and expertise help them complete the grant project successfully? 	20
Project Request <ul style="list-style-type: none"> Is it clear how this project will improve or expand this business? Did they describe existing equipment, infrastructure, or other resources they intend to use to complete this project? If applicable, did they demonstrate they have permission to implement the project? 	25
Outcomes <ul style="list-style-type: none"> Is it clear what issue or opportunity of the Heartland Center's Desired Outcomes the project will address (as listed in RFA under Desired Outcomes)? Overall, the proposal/plan will contribute to Heartland Center desired outcomes. 	20
Work Plan <ul style="list-style-type: none"> Are the steps to completion clear? Does the plan make sense? Overall, the proposal/plan is feasible. 	10
Budget <ul style="list-style-type: none"> The budget request is clear. 	15

<ul style="list-style-type: none"> • The budget request is justified (the need is described, including how the expense will meet the need). • The budget request is reasonable (bids/estimates are in line with current pricing). 	
TOTAL POINTS	100
Bonus Points	
The applicant's enterprise is located in a Distressed or At-risk community as defined in the application's Bonus Point section.	5
The applicant describes in the application's Technical Assistance section how work with a technical assistance provider has helped them address business issues and goals.	5
BONUS TOTAL	10
GRAND TOTAL	110