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ARPA NONPROFIT CAPITAL PROJECT FUND | GRANT SCORING RUBRIC | 2022

SMALL AND LARGE PROPOSAL REQUESTS			
	8-10 Points	4-7 Points	0-3 Points
Organization Mission and Background	The purchase request is clearly aligned with the organization's established mission and programming. The organization's background clearly articulates a history of executing its specified programming.	The purchase request is only partially aligned with the organization's mission and program or the organization has little history executing its specified programming.	The purchase request is outside the scope of the organization's mission and there is no history of the organization executing programming related to the purchase.
Community Representation/Connection/ Organizational Leadership	Organization is representative of and/or has a demonstrated history of being connected to the community to be served by project. Organizational leadership is comprised of member(s) of two or more underrepresented populations.	Organization has little to some connection to the community to be served. Leadership has fewer than 2 members of underrepresented populations	Organization has no connection and leadership is not representative of the community to be served. No members of underrepresented populations are in leadership positions or declined to state.
Negative Economic Impact	Demonstrates negative economic impact that clearly arose from the COVID-19 global pandemic. Negative impact is clearly described, and proposed purchase is a clear remedy to the impact.	Negative economic impact only partially described, or purchase is not a clear remedy to the impact.	Negative economic impact not demonstrated.
Client Impact	Headquartered and serves clients in a Qualified Census Tract (QCT)	Headquartered or serves clients in a Qualified Census Tract (QCT)	Neither headquartered nor serves clients in a QCT
Community Need/Benefit	The community need is clearly identified; Benefits to community members that experienced negative impacts from or were	Community need is somewhat defined; benefits to community members who experienced negative impacts are stated, but	Need is not defined; benefits to community members not stated; little to no local data are provided.

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	disproportionately impacted by the pandemic are clearly stated; adequate local data are provided to support the project.	request does not benefit those disproportionately impacted by the pandemic; some local data are provided.	
Proposal Description (8-10 or 0)	Project is related and reasonably proportional to the economic impact outlined.		Project is not related or reasonably proportional to the economic impact or no negative economic impact was demonstrated.
Proposal Costs	Budget narrative provides adequate explanation and justification for the expenses. Applicant demonstrates that additional funding opportunities have been explored, applied for and/or obtained which support this need.	Budget narrative provides some explanation and justification of the expenses.	Budget narrative does not define or justify the expenses needed for the purchase. No attempts made to explore or apply for additional funding opportunities supporting the need.
Organization Documentation	Audit with no findings; Up to date Board of Directors list provided; board-approved organizational budget provided.		One or more documents missing
Project Estimates/Bids	Verifiable bids, proposals or price lists provided; estimates support project request	<i>If three needed: Fewer than three bids provided</i>	No verifiable bids, proposals or price lists provided, or estimates do not support project request

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LARGE PROPOSAL REQUESTS			
	10 POINTS		0 POINTS
Written Justification (Required for all projects >\$1 million)	Provides adequate responses for each of the following: Description of harm or need to be addressed; Explanation of why a capital expenditure is appropriate; Comparison of the proposed capital expenditure against two alternative capital expenditures		Inadequate or no response. Proposal does not move forward in application process.
	8-10 POINTS	4-7 POINTS	0-3 POINTS
Project Team Leadership/Ability to Carry out Project (10 Points)	Project team has necessary skill to execute project successfully. Applicant has sufficient volunteers, funding and leadership to complete project successfully.	Applicant has some volunteers, funding and leadership to complete project successfully.	No evidence or record of volunteers and/or leadership to complete project successfully.
Funding Sources (Pandemic Relief Funding/Other Funding Sources)	No additional funding sources required, or appropriate attempts have been made to obtain funding from diverse sources based on the scale of the project and the size/resources of the organization. Role of ARPA funding in project is clearly articulated. Use of requested funding is not contingent upon receipt of other funding.	No additional funding sources required, or appropriate attempts have been made to obtain funding from diverse sources based on the scale of the project and the size/resources of the organization. Role of ARPA funding in project is somewhat articulated. Use of requested funding is not contingent upon receipt of other funding.	Additional funding sources needed to execute project that have not been secured. Role of ARPA funding in project is not clear or use of requested funding is contingent upon receipt of other funding.
Organizational Sustainability	Applicant clearly explains how project will contribute to long term sustainability of the organization.	Explanation partially demonstrates how project will contribute to long term sustainability of the organization.	Unclear or no explanation of how project will contribute to long term sustainability of the organization.

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	5 POINTS	2-3 POINTS	0 POINTS
Timeline Appropriate (Y/N?)	Detailed timeline provided with appropriate timeline for successful completion.		No timeline provided or not enough detail provided to determine appropriateness for successful completion.
Permits Required/Obtained	Explains whether or not permits are required or obtained. Provides appropriate timelines for obtaining permits if required.		No clear explanation of whether permits are required or have been obtained, or inadequate timeline provided.
Length of Time Operating Program	Length of time operating program or project is greater than one year and demonstrates ability to execute project successfully.	Length of time in operation greater than one year; somewhat demonstrates ability to execute project successfully.	Length of time in operation not clear or inadequate to demonstrate ability to execute project successfully.
Total points			
Initial Funding Recommendation: Reviewer Rating and Comments Based on your initial impression of this proposal, would you recommend it for funding?	Highly Recommend without reservation	Recommend, but with some reservations	Do not recommend
Reviewer Notes			