



Large Capital Projects: Letter of Intent Scoring Rubric
Organization Name: _____

Has the organization suffered a negative economic impact directly related to the COVID-19 pandemic?
 ____ Yes ____ No (if “No,” the application is disqualified and will not be scored.)

	8-10 Points	4-7 Points	0-3 Points	Points Awarded
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 in Pinellas County.	The purchase request is only partially aligned with the organization’s mission and program, or the organization has little history executing its specified programming in Pinellas County.	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 in Pinellas County.	(0-10)
Community Need	The community need is clearly identified; adequate local data are provided to support the need.	Community need is somewhat defined; some local data are provided to support the need.	Need is not defined; little to no local data are provided to support the need.	(0-10)
Negative Economic Impact	Demonstrates a severe 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.	A moderate negative economic impact has arisen from the COVID-19 pandemic. The negative impact is clearly described, and the proposed purchase can remedy the impact.	A mild negative economic impact has arisen from the COVID-19 pandemic. The proposed purchase may or may not remedy for the impact.	(0-10)
Proposal Description	Project is related and reasonably proportional to the economic impact outlined; description is clear and thorough.	Project is related and reasonably proportional to the economic impact outlined; description is missing elements of clarity	Project is not related or reasonably proportional to the economic impact; description is not clear.	(0-10)
Client Impact/Community Benefit	Benefits to community members that experienced negative impacts from or were disproportionately impacted by the pandemic are clearly explained. Org is headquartered and serves clients in a Qualified Census Tract (QCT) or other disproportionately impacted geographies in Pinellas County.	Benefits to community members who experienced negative impacts are stated, but request does not benefit those disproportionately impacted by the pandemic. Project will benefit residents of a Qualified Census Tract (QCT) or other disproportionately impacted geographies in Pinellas County.	Benefits to community members not stated or are unclear. Project will not benefit negatively impacted or disproportionately impacted residents of a Qualified Census Tract (QCT) or other disproportionately impacted geographies in Pinellas County.	(0-10)

	4-5 Points	1-3 Points	0 Points	
Community Representation/ Connection	Organization is representative of and/or has a demonstrated history of being connected to the community to be served by project.	Organization has little to some connection to the community to be served.	Organization has no connection and leadership is not representative of the community to be served.	(0-5)
Leadership Demographics	Organizational leadership is comprised of two or more underrepresented populations.	Leadership is comprised of fewer than two underrepresented populations.	No underrepresented populations are represented in leadership positions or declined to state.	(0-5)
	8-10 Points	4-7 Points	0-3 Points	
Cost Difference/ Budget Summary	Amount requested is justified by the proposal description. Does not exceed maximum grant amount. Adequate plan in place to cover cost difference, if applicable.	Amount requested somewhat justified by the proposal description. Does not exceed maximum grant amount. Adequate plan in place to cover cost difference, if applicable.	Amount requested is not justified or exceeds maximum grant amount. No plan in place to cover cost difference, if applicable.	(0-10)
Project Preparedness	Explains where organization is in the planning process; organization is ready to execute project.		Inadequate or no explanation provided.	(0-10)
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.	(0-10)
Changes in Operating Costs	Any increases or decreases in operating costs are adequately explained and compensated for, if necessary.		Inadequate accounting for operating cost changes or no explanation provided	(0-10)
Fund Management Capacity	Demonstrates organization's capacity to successfully manage the ARPA funds; Organization's financial infrastructure and fiscal management are thoroughly explained.		Organization does not demonstrate ability to successfully manage the ARPA funds.	(0-10)
TOTAL POINTS				/110

Funding Recommendation: Based on your impressions of this proposal, would you recommend it for funding?	Highly Recommend without reservation	Recommend, but with some reservations	Do not recommend	
Reviewer Notes				