



COMMUNITY DEVELOPMENT BLOCK GRANT COVID-19 (CDBG-CV)

Small Business Emergency Grant

PROPOSAL REVIEW

Business: _____ **Owner/Applicant:** _____

Grant Request: _____ **Funds Requested \$** _____

Application Checklist

Illegible Application: _____

- Complete Application
- Signed Conflict of Interest Statement
- Proposal Narratives
- Job Description (applicable to job to be created or retained)
- Business License
- Other licensing or certifications (varies according to business)
- Proof of SAM.gov registration
- City of Jonesboro Privilege License
- Business and personal tax returns
- Business and personal bank statements
- W-9 Form
- W-4 Form

Business Eligibility

Adequate staffing (3 - 20 permanent employees).	Yes	No	N/A
Registered to SAM.gov	Yes	No	N/A
Meeting National Objectives of benefiting low-and-moderate-income (LMI)			
Job Creation.	Yes	No	N/A
Job Retention.	Yes	No	N/A
Creating and/or retaining at least <u>one part-time</u> LMI employee job.	Yes	No	N/A
Creating and/or retaining at least <u>one full-time</u> LMI employee job.	Yes	No	N/A
Employer/owner or current employee base are LMI persons.	Yes	No	N/A
Established business over 2 years.	Yes	No	N/A
Proof of business loss during COVID-19	Yes	No	N/A

Notes: _____

Proposal Review

Once the application and proposal has been reviewed, the reviewer scores each proposal on the basis of the business meeting the need for the grant, cost effectiveness, and display strength in sustainability. Proposals can have a score total of 75 possible points.

Scoring Criteria: 1 – Low, 2 – Somewhat Low, 3 – Moderate, 4 – Somewhat High, 5 – High					
Where score of <u>1</u> indicates that the response significantly failed to meet the standards required, not containing enough reasons for funding, and/or is inconsistent with the responses of other proposals. Scores increasing respectively to the highest, a score of <u>5</u> , indicating that the response meets the standards.					
NEED – Clearly defines and demonstrates the need for funding.					
TOTAL POSSIBLE SCORE: 25					
	1	2	3	4	5
Provides convincing reasons why the business should be funded					
Demonstrates an understanding of loss of revenue during COVID-19					
Has made modifications to reduce expenses to cover loss of revenue					
Loss of revenue due to the pandemic and not for unforeseen losses					
Business sought out other sources of funding					
TOTAL THIS SECTION: _____					
COST EFFECTIVENESS – Demonstrates that the grant amount requested is cost effective in relation to business loss of revenue and job created or retained.					
*1 job = score of 3, 2+ jobs = score of 5					
** 0-20 percent = score of 1, 21 - 40 = 2, 41 - 60 = 3, 61 - 80 = 4, 81 - 100 = 5					
TOTAL POSSIBLE SCORE: 25					
	1	2	3	4	5
Budget itemization is sufficiently detailed to determine that the proposed expenditures have been documented and are deemed reasonable					
LMI jobs to be created or retained*: _____					
Full-time jobs to be created or retained*: _____					
Part-time jobs created or retained*: _____					
Percentage of loss revenue**: _____					
TOTAL THIS SECTION: _____					
SUSTAINABILITY - The proposal should describe a method to evaluate the success of the business and by remaining open despite loss of revenue during the pandemic.					
TOTAL POSSIBLE SCORE: 25					
	1	2	3	4	5
Adequately adapted to pandemic directives in order to recoup their losses					
Demonstrates that the business can stay open beyond the 12-month Agreement period					
Possesses sufficient staff resources, technical expertise, and experience to stay open					
Clear describes goals and accomplishments					
Demonstrates an ability to be sustainable, without the use of additional CDBG funds					
TOTAL THIS SECTION: _____					

Bonus

Locally owned business (not national/state franchises): **5 points**

