

**BUSINESS RECOVERY CAPITAL PROGRAM - GRANT
PROPOSAL EVALUATION SCORING SHEET**

Applicant Name:	
Business Name/Doing Business As:	
Panel Review Date:	

Instructions: Please review the application for how well it meets the evaluation factors from the Grant Proposal. In the Reviewer score column, assign points up to the maximum points available for each outcome. This form will automatically tally the points. Please enter any comments or feedback in the Reviewer's Comments box, if any.

Section No.	Criteria	Max Points	Reviewer Score
Section 1	Ensure the Application Information section is complete. There are no missing details as required on the application form.	3	

Reviewer's Comments

Section 2	The grant proposal has a clear and concise project title that best describes the project	2	
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Reviewer's Comments

Section 2	The Project Description is clear and thorough on how BRCP funds will be used by the business to prepare for, respond to or recover from the impacts of the COVID-19 pandemic in American Samoa.	10	
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Reviewer's Comments

Section 2	The project narrative clearly describes how the business has been impacted by the COVID-19 pandemic.	15	
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Reviewer's Comments

Section 2	The proposed project indicates COVID-readiness for the business as a result of using BRCP-Grant funds.	15	
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Reviewer's Comments

Section 2	The proposal states a clear purpose and how it will improve the business to operate under a new norm from COVID. Project goals or outcomes are explained well and attainable.	10	
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Reviewer's Comments

Section 2	The grant proposal provides a detailed plan and corresponding budget. The project description or work plan and budget tie together; the proposed expenses are reasonable and represent a well-structured plan.	15	
Reviewer's Comments			
Section 2	The timeline is achievable and a realistic timeframe to complete the proposed project. The project should not exceed December 2024.	10	
Reviewer's Comments			
New Businesses Only:	The grant proposal indicates: job creation (full-time, part-time, or temp-jobs) and economic diversification (new products/services that may be exported).	10	
Reviewer's Comments			
Section 3	All supporting documents are submitted as requested. Nothing is missing.	5	
Reviewer's Comments			
Section 4	The application is signed and dated by the applicant	5	
Reviewer's Comments			
TOTAL SCORE		100	
Overall Recommendation. Shoud the project proposal be recommended for funding? Yes/No. If no, why?			
DISCLAIMER:			
1. Any items of significant concern will be discussed with the grant applicant and resolved to BRCP program satisfaction before a grant is awarded.			
2. For accountability and transparency purposes under the BRCP grant, a list of approved grantees will be published on the DOC and ARPA Oversight Office after all grant agreements have been fully executed.			
Panel Members/Evaluators		1)	
Print & Sign (First & Last Name) E-Signatures Acceptable		2)	
		3)	
Point System Scale			
Total Scores 49 and Below		Not recommended for funding due to lack of clear and detailed use of the BRCP - Grant funds	
Total Scores 50 - 74		Require more information from the applicant with recommendation to improve the narrative for resubmission	
Total Scores 75 - 100		The grant proposal meets the required details to achieve a COVID-ready business project	