



**City of Thornton COVID-19 Recovery Grant  
Business Scoring Matrix**

<b>Business Information</b>	
Business Name	
Industry	
Project Amount (this may be a smaller amount than total project amount if only a portion of the project is one-time costs)	
Amount if business can accept a smaller amount (N/A if they cannot)	

Activity Requirements

If criteria are not met, the project is ineligible.  
To be completed by staff.

<b>Eligibility Checklist</b>	<b>Yes</b>	<b>No</b>
Is the business located in Thornton?	<input type="checkbox"/>	<input type="checkbox"/>
Does the business have fewer than three locations?	<input type="checkbox"/>	<input type="checkbox"/>
Does the business have 125 employees or less?	<input type="checkbox"/>	<input type="checkbox"/>
Is the business licensed with the City?	<input type="checkbox"/>	<input type="checkbox"/>
Did the business include a letter from the Secretary of State showing business is in good standing	<input type="checkbox"/>	<input type="checkbox"/>
Has the business received \$30,000 or less from the city (BIG, CARES, Recovery Grant, Startup grant, etc.) over the past 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
Did the business include a signed W-9?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project for one-time usage?	<input type="checkbox"/>	<input type="checkbox"/>
Does the business <u>not</u> fall under the following ineligible categories: marijuana-related businesses, businesses that practice predatory lending, multi-level marketing businesses, speculation-based businesses (gambling included), or businesses primarily engaged in political or lobbying activities	<input type="checkbox"/>	<input type="checkbox"/>
Is the business capable of administering grant funds in compliance with city funding guidelines by providing updates when requested and a final report?	<input type="checkbox"/>	<input type="checkbox"/>
Will the business owner or authorized representative be able to agree to the term of, and sign off on, the City's "Grant Agreement Template"?	<input type="checkbox"/>	<input type="checkbox"/>
Is the business suspended, disbarred, or have past due payments owed to any federal agency, state agency, or any government entity? (Response must be 'no')	<input type="checkbox"/>	<input type="checkbox"/>
Funding will be expended by early 2024, even with a possible 6 month delay	<input type="checkbox"/>	<input type="checkbox"/>

Application is signed and all forms are completed	<input type="checkbox"/>	<input type="checkbox"/>
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Scoring Matrix

To be determined by advisory committee

	<b>Criteria</b>	<b>Possible Points</b>	<b>Score</b>	<b>Comments</b>
<b>Business Information</b>				
1	Sales tax generating business	3		
3	History of operating in Thornton (1 year = 1 point, 5+ years = 5 points, 20 years = 5 points, etc.)	5		
3	Correlation to COVID-19 including revenue impact and decline in number of employees	20		
4	Women-owned, minority-owned, or veteran owned business?	5		
5	Number of employees as of January 1, 2023	5		
6	Recipient of other funding (including federal, Adams County, and/or BIG/STAR funding)	17		
7	Subtotal	55		
<b>Project Description</b>				
8	Impact of the grant (including increased revenue)	20		
9	Ability to leverage other funding to increase the impact of the project	10		
10	Completeness of project budget	5		
11	Subtotal	30		
<b>General</b>				
12	Project contains element(s) of sustainability	5		
13	Completeness of application	10		
14	Subtotal	15		
	<b>Total for mini grant</b>	<b>75</b>		Row 7 + 11 +14
	<b>Total</b>	<b>100</b>		

## Scoring Guidelines

### **1. Sales tax generating business**

- 0 points = does not generate sales tax
- 3 points = generates local sales or lodging tax

### **2. History of operating in Thornton**

- 0 points = <1 year
- 1 point = 1 year
- 2 points = 2 years
- 5 points = 5 or more years (15 years, 20 years, etc.)

### **3. Correlation to COVID-19 including revenue impact and decline in number of employees = 18 points total**

Revenue Loss = 10 points

- 0 points = 0% impact
- 1 point = 1-10%
- 2 points = 11-20%
- 3 points = 21-30%
- 4 points = 31-40%
- 5 points = 41-50%
- 6 points = 51-60%
- 7 points = 61-70%
- 8 points = 71-80%
- 9 points = 81-90%
- 10 points = 91-100%

Any additional impact of the pandemic beyond the revenue impact including a decline in the number of employees = 10 points

### **4. Women-owned, minority-owned, or veteran owned business?**

- 81-100% women-owned, minority-owned, or veteran owned = 5 points
- As a percentage of ownership, 0-20% = 1 point, 21-40% = 2 points, 41-60% = 3 points, 61-80% = 4 points

### **5. Number of employees as of January**

- 0 points = 76-125 employees
- 1 points = 51-75
- 2 points = 31-50
- 3 points = 16-30
- 4 points = 6-15
- 5 points = 0-5

### **6. Recipient of other funding**

Federal and Adams County funding

- 0 points = >\$200,000
- 1 point = \$150,001-200,000
- 2 points = \$100,001-150,000
- 3 points = \$75,001-100,000
- 4 points = \$60,001-75,000
- 5 points = \$50,001-60,000
- 6 points = \$4,001-5,000
- 7 points = \$3,001-4,000

- 8 points = \$2,001-3,000
- 9 points = \$1,001-2,000
- 10 points = \$0-\$1,000

Thornton funding (BIG, STAR, Start-up grant, Recovery Grant)

- 0 points = \$25,001-30,000
- 1 point = \$20,001-25,000
- 2 points = \$15,001-20,000
- 3 points = \$10,001-15,000
- 4 points = \$5,001-10,000
- 5 points = \$3,001-5,000
- 6 points = \$1,001-3,000
- 7 points = \$0-\$1,000

#### **8. Ability to leverage other funding to increase the impact of the project**

- 0 points = 0-9% match
- 1 point = 10-19% match
- 2 points = 20-29% match
- 3 points = 30-39% match
- 4 points = 40-49% match
- 5 points = 50-59% match
- 6 points = 60-69% match
- 7 points = 70-79% match
- 8 points = 80-89% match
- 9 points = 90-99% match
- 10 points = 100% match

#### **9. Completeness of project budget**

- 0 points = Budget provides very little detail and no quotes
- 3 points = Budget provides some level of detail including estimates and a basic breakdown
- 5 points = Budget is complete with details, including estimates for each line item, quotes for large equipment, and a detailed breakdown of each project component

#### **11. Experience and capacity to manage project as well as reporting on grant deliverables and use of funds**

- 0 points = Application provides no evidence that the applicant organization has the capacity to successfully manage the grant or report on grant funding and results
- 5 points = Business and/or staff on project have some experience working on similar projects, assisting with component of work related to tracking budget, reporting and/or deliverables for portions of project. Application includes a plan to manage the grant and project including defining areas of responsibility and methods to ensure deliverables are met on time and within project budget.
- 10 points = Business and/or staff have experience implementing projects of a similar size, managing some component of work with responsibility for tracking budget and deliverables for that component. Application provides detailed plan for managing proposed grant including defining areas of responsibility and methods to ensure deliverables are met on time and within project budget.

#### **12. Impact of the grant (including increased revenue) = 20 points**

Capacity

- 0 points = No capacity change
- 3 points = Some capacity change or some change in services
- 5 points = Business will open at full or increased capacity or offer new services

Estimated revenue improvement.

- 0 points = 0 improvement
- 1 point = 1-5% improvement
- 2 points = 6-10% improvement
- 3 points = 11-15% improvement
- 4 points = 16-20% improvement
- 5 points = 21-25% improvement
- 6 points = 26-30% improvement
- 7 points = 31-35% improvement
- 8 points = 36-40% improvement
- 9 points = 41-45% improvement
- 10 points = 46% and over improvement

Other evidence of business need may be considered on a case by case basis for scoring.

Jobs

- 0 points = 0 jobs added
- 1 point = 1 job added
- 2 points = 2+ jobs added

Grant size

- 0 points = \$20,000 or more
- 1 point = \$10,000-19,999
- 2 points = \$5,000-\$9,999
- 3 points = \$0-\$4,999

**14. Consideration for sustainability (green design principles, EV charging stations, conversion to LED lighting, water conservation, building electrification, etc.)**

- 0 points = The project provides no sustainability elements
- 5 points = The project provides sustainability elements

**15. Completeness of the application**

- 0 points = Application is incomplete in many areas and provides little evidence that the applicant organization has the capacity to successfully manage the grant or report on grant funding.
- 5 points = Application is incomplete in spots, but the applicant demonstrates some experience in managing the project or reporting on grant funding. Justification for the project as well as revenue estimates display some level of logic and thoughtfulness.
- 10 points = Application is complete with details throughout. The applicant demonstrates experience in managing projects and deliverables. Justification for the project as well as revenue estimates displays attention to detail and a logical rationale.