

Working Lands Enterprise Initiative

II. SERVICE PROVIDER Grants

Letter of Intent (LOI) Reviewer Instructions

1. LOI reviewer assignments will arrive via email from noelle.sevoian@state.vt.us.
2. For staff and WLEB members, Letters of Intent can be found under **FY14 LOIs and Applications** on [SharePoint](#). External reviewers may be emailed LOI's directly or given access to SharePoint. For questions about logging onto SharePoint, contact noelle.sevoian@state.vt.us.
3. Please review your list of assigned LOI's as a first step and notify Noelle of any potential conflicts of interest.
4. Before filling out and submitting a review sheet it is recommended that you do a cursory review of your assigned batch, and a few informal reviews to help you define your scoring range (what is a high score versus what is a low score).
5. For additional information on scoring and the review process, please visit the Working Lands Reviewer power point under **FY14 LOIs and Applications** on [SharePoint](#).
6. Fill out a reviewer sheet (hosted on Wufoo) at: [Capital & Infrastructure LOI score sheet](#) for **each** of your assigned LOI's no later than 4:30 p.m. **Friday, January 10**. You may find it helpful to draft preliminary scores in a word document before filling out your final scores in Wufoo. It is critical for LOI reviews to be completed by the due date in order for the Working Lands Enterprise Board (WLEB) to make decisions on which LOI's to invite back for a full application at their January 21 Board meeting.
7. Numerical scoring of 1-5 (1 being the lowest score, 5 being the highest) will be used to score the following questions:
 - a. Project has potential to enhance the viability of working lands businesses in a meaningful way and positively impact the supply chain.
 - b. Project fills an identified need/gap.
 - c. Applicant has necessary experience and expertise to plan, track and implement project.
 - d. Project has necessary partners in place and understands their target audience.
 - e. Overall proposal design and quality (i.e. proposal is clearly written, applicant followed instructions, meeting match requirements is likely, the project is realistic and feasible).

1-5 KEY

1 – Low

2 – Medium/Low

3 – Medium

4 – Medium/High

5 – High

8. There is a comment box option after each question. When filling out a comment box please use complete and understandable sentences. We are NOT providing individual tailored feed-back letters to all applicants, only generic acceptance/rejection letters. Therefore, written comments can be directed at the review committee/WLEB for the purpose of informing decisions.
9. When writing comments please remember that these documents can be requested by the public for viewing.

LOI Applicant Questions:

The following questions also must be answered (125 word limit per question):

1. Describe the basic idea behind the intended proposal, the geographic area in which the services will be provided and the strategic role the project will play in the marketplace within your organization and/or in relation to existing services provided by others in the state.
2. Describe the need for the services to be provided and how the project will impact both primary businesses supported as well as other businesses and activities along the supply chains impacted.
3. Describe your organization, its experience and success in providing similar services, and the expertise of any partner organizations expected to participate in the project.