

BLACK BUSINESS LOAN PROGRAM

SUMMARY RANKING AND RECOMMENDATION FORM

Instructions for Use

Use this form to summarize and communicate the evaluation of applications for certification as an eligible recipient of funds under the Black Business Loan Program established by section 288.7102 of the Florida Statutes (2007).

The application and certification process is governed by Rule Chapter 27M-3 of the Florida Administrative Code, which is available at www.flrules.org. As set forth in Rule 27M-3.001, the following definitions apply to the application and certification process.

“Act” means the Florida Black Business Investment Act, Sections 288.7065 to 288.714, F.S.

“Agreement” means the standard “Black Business Loan Program Recipient Agreement” form OTTED 7102-5 (4/08).

“Applicant” means a corporation that seeks certification under Section 288.7102, F.S., as a Recipient of funds to provide loans, loan guarantees, or investments in black business enterprises pursuant to the Act.

“Application” means the standard “Application for Certification as Eligible Recipient of Funds under the Black Business Loan Program” form OTTED 7102-1 (4/08).

“Application Evaluation Form” means the standard “Black Business Loan Program Application Evaluation” form OTTED 7102-2 (4/08).

“Application Period” means the annual period during which Applicants may submit Applications, which shall be July 1 through July 31 (or the next business day) of each year in which there is a legislative appropriation to fund the Program.

“Board” means the Florida Black Business Investment Board, Inc., created by Section 288.707, F.S., whose address is 2019 Centre Pointe Boulevard, Suite 101, Tallahassee, Florida, 32308.

“Certification and Allocation Decision Form” means the standard “Black Business Loan Program Certification and Allocation Decision” form OTTED 7102-4 (4/08).

“Eligible” means that an Applicant has demonstrated satisfaction of each of the requirements specified in s. 288.7102(3), F.S.

“Office” means the Office of Tourism, Trade and Economic Development, whose address is 1902 The Capitol, 402 S. Monroe Street, Tallahassee, Florida, 32399.

“Program” means the Black Business Loan Program established by Section 288.7102, F.S.

“Recipient” means an Applicant that, after a competitive certification process, the Office certifies to receive Program funds and that enters into an Agreement with the Office.

“Summary Ranking and Recommendation Form” means the standard “Black Business Loan Program Summary Ranking and Recommendation” form OTTED 7102-3 (4/08).

Instructions for Summarizing Evaluations and Recommendation

The Office intends these instructions to guide the Board in summarizing and communicating to the Office the results of the Board's evaluation of Applications. The summary shall communicate to the Office the Board's recommendations about which Applicants to certify as Recipients. For clarity, where reasonably possible the instructions take the active voice and imperative form, addressed to the Board employee summarizing the results. When a sentence lacks a subject, the Board employee is the intended actor. For example, "Enter the score ..." means "The Board employee shall enter the score."

Complete the summary using the form attached hereto as Exhibit A.

First, enter the program fiscal year to which the summary applies. Use the format [starting calendar year/ending calendar year], for example, 2008/2009.

Second, indicate whether the Board rejected any Applications as incomplete (that is, failing any of the mandatory pass/fail criteria scored in step three of the evaluation process). If any Application was deemed incomplete, attach to the summary form copies of all notices sent to the Applicant pursuant to Rule 27M-3.002(3).

Third, indicate whether the Board deemed any Applicants non-responsible or ineligible (that is, deemed incapable of performing the service and thus not scored, or, if scored, received a score of zero (0) on any of the criteria in step five of the evaluation process).

Fourth, enter the name of the highest-scored Applicant in the first row of the table, along with its score (if more than one person scored the evaluation criteria on the Application Evaluation Form, enter the average of the scores). Then enter name of the next-scored Applicant in the second row of the table, along with its score. Repeat the process for all scored Applicants. If two or more Applicants have the same score, the Board shall determine which one it recommends more highly and list that Applicant's name higher on the list so that there are no tie rankings. Add more rows to the table if necessary.

Fifth, indicate whether the Board recommends that the Office certify each scored Applicant as a Recipient. If the Board withholds recommendation of any scored Applicant, explain the decision not to recommend the Applicant.

Sixth, identify everyone who participated in the review and evaluation process (including intake of Applications, substantive post-Application communications with Applicants concerning the Applications, review and evaluation of Applications, completion of the Application Evaluation Form, and completion of the Summary Ranking and Recommendation Form (this form)). Describe the role(s) each person played, and the person's organizational affiliations. Add more rows to the table if necessary.

Seventh, sign and date the form.

Finally, within the time prescribed by Rule Chapter 27M-3, deliver the form and the original and one (1) copy of each Application and its related Application Evaluation Form (including those deemed incomplete or ineligible) to the Office at the following address:

Executive Office of the Governor
Office of Tourism, Trade and Economic Development
2100 The Capitol
402 S. Monroe Street
Tallahassee, FL 32399

Retain a copy of all records for the Board file.

Exhibit A – Summary Ranking and Recommendation

Program Fiscal Year: _____ / _____

Did the Board reject any Applications as incomplete?

No Yes (if so, identify Applicant names below and attach notices):

Did the Board reject any Applicants as non-responsible or ineligible?

No Yes (if so, identify Applicant names below):

Summary of scores (100-point scale):

Rank (no ties)	Applicant Name	Score
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

