

# Unified Application Round Scoring Rubric

## Staff Completeness Check

Staff of the Federal Grant programs and the Affordable Housing Trust Fund will review application for completeness and provide a pass/fail rating before moving completed applications to the full Scoring Committee for review.

Completeness of Application	Pass (thumbs up)	Fail (thumbs down)
	Applicant turned in a completed application and all required materials	Applicant did not turn in a completed application and/or is missing required materials

## Scoring Committee Review

The scoring committee will review all applications and award points for each category below. It is the discretion of the reviewer to award the number of points they feel are appropriate within the designated range.

Match	Match Met 5 points		Match Not Met 0 points	Potential Points
	25% match requirement has been secured from allowable sources or a clear plan to secure funds prior to the start of the grant cycle. Has been described.		25% match requirement has not been secured from allowable sources or remains uncommitted at the start of the grant cycle.	5
Demonstrated Knowledge of Community Need	Excellent 18-25 points	Adequate 9-17 points	Needs Improvement 0-8 points	Potential Points
	Demonstrates a clear relationship to the goals stated in Missoula's Housing Policy. Aligns with overall goals of the City, including but not limited to the Consolidated Plan, the Community Needs Assessment, the Growth Policy, etc.  Demonstrates community need through data, including but not limited to community, outreach, population level,	Demonstrates a relationship to the goals stated in Missoula's Housing Policy. Aligns goals stated in other city policies and priorities.  Provides limited data and does not link it to city-wide plans or policies. Connection between data, city-wide plans and priorities is not fully communicated.	Demonstrates a relationship to the goals stated in Missoula's Housing Policy, but project is of medium need and could seek other funding options.  Community or organization level data not articulated and link between city-wide policy and project/program is not defined.	25

	organization, or program specific sources. Links the data need to city-wide plans and priorities and the project/program design.			
<b>Project Design</b>	<b>Excellent 11-15 points</b>	<b>Adequate 6-10 points</b>	<b>Needs Improvement 0-5 points</b>	<b>Potential Points</b>
	Project is well-planned and a detailed description is provided. Agency has demonstrated experience on projects of similar size and scope.	Project and agency experience described but lacking in detail. Agency may require technical assistance.	Project not clearly defined and/or agency lacks demonstrated experience on projects of similar size and scope. Agency may require increased levels of technical assistance.	<b>15</b>
<b>Outcomes</b>	<b>Excellent 7-10 points</b>	<b>Adequate 4-6 points</b>	<b>Needs Improvement 0-3 point</b>	<b>Potential Points</b>
	Clear and measurable outcomes are provided, moving the needle on one or more City housing goals. Process for measuring outcomes and assessing success of project is clearly described.	Outcomes are less clear and/or process for measuring outcomes and success of project not as clearly described or not measurable.	Outcomes and/or process for measuring them are unclear.	<b>10</b>
<b>Impact</b>	<b>Excellent 7-10 points</b>	<b>Adequate 4-6 points</b>	<b>Needs Improvement 0-3 point</b>	<b>Potential Points</b>
	Project will have a direct and compelling positive impact on low- or moderate-income households. Moves the needle toward one or more City housing goals.	Project will have a moderate or medium-term impact on low- or moderate-income households.	Application describes the impact in general terms. Project will have limited impact on low- or mod-income households.	<b>10</b>
<b>Capacity</b>	<b>Excellent 4-5 points</b>	<b>Adequate 2-3 points</b>	<b>Needs Improvement 0-1 point</b>	<b>Potential Points</b>
	Agency has the technical and financial capacity to successfully carry out the project proposal in a timely	Technical and financial capacity not fully addressed or lacking in detail.	Technical and financial capacity not addressed or appears deficient.	<b>5</b>

	manner while responsibly expending funds.			
<b>Financial Feasibility</b>	<b>Excellent 18-25 points</b>	<b>Adequate 9-17 points</b>	<b>Needs Improvement 0-8 points</b>	<b>Potential Points</b>
	Need for funds is demonstrated. Agency has or will secure other financing needed to carry out project and, if applicable, ensure its long-term viability. Plans are provided to demonstrate how agency will obtain uncommitted funds and contingencies are outlined.	Agency has identified some but not all funding needed to carry out project. A clear plan is provided to demonstrate how agency will obtain additional funds.	Most of the funding for the project is unidentified, and no resources are available for long-term support, if applicable. No clear plan is provided to obtain additional funds or provide for contingencies.	<b>25</b>
<b>Readiness/Timeline</b>	<b>Excellent 4-5 points</b>	<b>Adequate 2-3 points</b>	<b>Needs Improvement 0-1 point</b>	<b>Potential Points</b>
	Project can begin within one year (for programs/services) or two years (for acquisition, construction, or rehabilitation) of funding award. Clear milestones and timeline provided.	Project anticipates possible delays and/or does not have all other funding in place. Timeline and/or milestones are less clear.	Project is unlikely to begin within one year (for programs/services) or two years (for acquisition, construction, or rehabilitation) of funding award.	<b>5</b>

### Scoring Committee – Bonus Points

The Scoring Committee will award bonus points based on the criteria below:

<b>Loans</b>	At least a portion of the project is a loan with a description of how the loan portion will function with plans outlined for how funds will be returned.	<b>Total Points: 5</b>
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<b>Total Points Available Without Bonus</b>	<b>100</b>
<b>Total Points Available With Bonus</b>	<b>105</b>