

**Veterans' Nonprofit Capital Program (VNCP)
GRANT APPLICATION SCORING SHEET**

RGA Tracking # _____

Applicant _____

Reviewer Initials _____ Date Reviewed _____

Scoring Component	Maximum Points Available (100)	Points
1. Completeness of Application	10	
2. Eligible Project	60	
3. Financial Review	30	

TOTAL OVERALL POINTS AWARDED TO THIS APPLICATION:

TOTAL VNCP GRANT FUNDS REQUESTED:

TOTAL VNCP GRANT FUNDS AWARDED:

INSTRUCTIONS TO REVIEWERS

Review each Application based on the stated criteria. Assign a score based on how well the Application meets the criteria. The following guide relates point scores to corresponding qualitative ratings. Use this guide to ensure that the total score accurately reflects the rating you assign to the Application.

Total points available from is 100.

For scoring component 1 (10 Points) the criteria for review is as follows:

8-10 points	=	Meets or exceeds expectations for the component as described in the RGA.
4-7 points	=	Meets most expectations for the component as described in the RGA.
1-3 points	=	Meets some expectations for the component as described in the RGA.
0 points	=	Does not meet expectations of the component as described in the RGA.

For scoring component 2 (60 Points) the criteria for review is as follows:

46-60 points	=	Meets or exceeds expectations for the component as described in the RGA.
36-45 points	=	Meets most expectations for the component as described in the RGA.
21-35 points	=	Meets some expectations for the component as described in the RGA.
0-20 points	=	Does not meet expectations of the component as described in the RGA.

For scoring component 3 (30 Points) the criteria for review is as follows:

25-30 points	=	Meets or exceeds expectations for the component as described in the RGA.
19-24 points	=	Meets most expectations for the component as described in the RGA.
13-18 points	=	Meets some expectations for the component as described in the RGA.
0-12 points	=	Does not meet expectations of the component as described in the RGA.

1. COMPLETENESS OF APPLICATION (10 Points Maximum):

Veterans' nonprofit Capital Program Application (the "Application"):

- All sections of the Application have been reviewed and answered, even if response is not applicable, and requested attachments have been provided.
- Application clearly and fully describes the VNCP Project to be undertaken with Grant funds and the goals that are expected to be achieved as a result of undertaking the VNCP Project.
- Provide an explanation of the reviews and approvals that are required in connection with the project to be undertaken with VNCP Grant funds including, but not limited to, environmental, historic and land use approvals.
- Grants Reform Gateway Document Vault status verification.
 - i. Date of Gateway Search _____
 - ii. **If Applicant not currently Prequalified or Exempt, stop scoring application.**

TOTAL POINTS AVAILABLE: 10

REVIEWER SCORE: _____

REVIWER INITIALS: _____

COMMENTS (include additional paper, if needed). Identify any incomplete items.

2. ELIGIBLE PROJECT (60 Points Maximum):

VNCP defines a VNCP Project as the design, construction, reconstruction, rehabilitation or equipping of a facility within the State to make capital improvements to their facility that serves veterans.

Ineligible uses of VNCP funds include, but are not limited to, working capital, rent, utilities, supplies, lease payments, maintenance agreements, training, the repayment of existing long-term debt, payment of legal fees and other non-capital costs.

A successful application will provide a robust description of the Project to be funded with the VNCP Grant and will include the following, as applicable to the Project:

- Community Participation (*Worth up to 15 points*)
 - a. Did the Applicant describe the Applicant's history of involvement with veterans and their families?
 - b. Did the Applicant describe the target population including whether this is a rural or urban community, the contributions to the local community as well as the area served including the economic status?
 - c. Did the Applicant list Veterans related events hosted or conducted within the previous two years?
- Membership Trends of the Applicant provided (*Worth up to 15 points*)
 - a. Number of official members by year for the previous five years
 - i. Number of new members added
 - ii. Number of returning members
 - b. Number of members who are either active/former Members or cadets of the Armed Forces and/or their family members.
 - c. Percentage of members actively participating in events or meetings,
 - d. How the proposed project will improve the membership of the Applicant.
- Prior Capital Grant Award Application in the Previous 5 Years (*Worth up to 5 points*)
 - i. Was the grant received?
 - ii. What was the purpose of the grant?
 - iii. Was the project completed?
 - iv. When?
- Project (*Worth up to 20 points*)
 - a. Did the Applicant describe the capital project and share how the proposed project will benefit veterans and their families?
 - b. Was the target population and the community it will serve outlined?
 - c. Does the Applicant give evidence of an established procurement policy?
 - d. Does Applicant demonstrate the ability to obtain all necessary zoning variances, special permits and licenses.
 - e. Did they include copies of appropriate documents, if applicable?
 - f. Would the Applicants proposed project correct code violations and/or improve handicapped accessibility?
 - g. Did the Applicant fully describe the existing structure including: the age of the structure; all previous uses; types of construction; and any special designations or restrictions on the use or modification of the building?

- Project Timeline (*Worth up to 5 points*)
 - a. A Statement and Project Schedule that identifies the project to be funded with grant funds was not started prior to April 1, 2023 and is expected to be completed no later than April 1, 2027. Applications for VNCP Projects that have not yet started, but are expected to be completed by April 1, 2027 are preferred.

TOTAL POINTS AVAILABLE: 60

REVIEWER SCORE: _____

REVIWER INITIALS: _____

COMMENTS (include additional paper, if needed). Explain if Project is not eligible to receive VNCP funds.

3. FINANCIAL REVIEW - BUDGET REQUIREMENTS (30 Point Maximum):

- A completed Budget has been provided setting forth the sources and uses of funds, completion timeline and funds necessary at each stage of the project.
- A professional estimate dated on or after 11/11/2022 has been provided that documents the cost to complete the Project.
- Evidence of committed financial resources has been provided if the project costs are expected to exceed VNCP requested funding.
 - A detailed description of the type or types of additional funds to be utilized to complete the VNCP Project have been provided, including the source of such funds, and documentation of each committed funding source.
 - Pledges, award letters with unsatisfied contingencies, pending loan applications, and other non-final commitments are not considered to be secured funds but can be used at the time of application to highlight fundraising by the Applicant. Should the Project be awarded VNCP funding, all funds for the project must be verified as committed to the Applicant prior to Contract execution.
 - Applications demonstrating a higher level of committed funds, or the ability to leverage the VNCP Funds to obtain additional funding for the VNCP Project are preferred.
- The Application should state whether a recurring source of revenue shall be available to support facility operations and maintenance for the VNCP Project.

TOTAL POINTS AVAILABLE: 30

REVIEWER SCORE: _____

REVIEWER INITIALS: _____

COMMENTS (include additional paper, if needed) Explain if additional funding sources are needed and which ones, if any, are committed to the Applicant.