

Division of Housing & Community Investment
HOME Project Scoring Sheet

Reviewer's Name:			
Organization/Developer:			
Project Title:			
Project Address:			
Census Tract:		Council District:	
HOME Request:		Total Project Cost:	
Match/Leverage: (auto populate)	\$0.00	Percent Leverage:	#DIV/0!
Total Proposed Units:		Total HOME Units:	
Proposed Start Date:		Proposed Completion Date:	

Application Scoring Summary
Max Points 140

Criteria	Max Points	Minimum Points Required	Points Awarded
1. Project Development Information	40	30	40
2. Organizational/Developer Capacity	50	40	45
3. Project Feasibility/Costs/Financing	30	20	30
4. Readiness to Proceed	10	5	10
5. Certifications	10	10	10
Total points	140	105	135

Project Information Notes:

Scoring Criteria

Assign a score for each section based on the criteria below. Points are awarded as 0 or the max points in each category. Enter score in yellow cell. Green cells self-calculate.

1. Project Development Information (40 points possible)

Project Development Information	40
Proposal Contains:	Y/N or NA
A defined scope of work	
Detailed cost estimates from qualified sources	
Detailed budget with sources and uses	
Operating pro forma/sales plan covering the period of affordability	

Realistic development timelines	
Site control documentation	
Documentation of zoning	
Documentation that all property and sewer taxes are current	
Details on proposed targeted population to be served	
The location is in close proximity to amenities, transportation, or in a targeted area	
Neighborhood Market Analysis	
MOUs and Third Party Reports, including but not limited to:	
Post construction/rehab appraisal	
Environmental Review Clearance	
Market Study	
Lead Based Paint Assessment	
Appraisal	

Section 3 (For projects requesting over \$200,000)

All Section 3 documentation has been submitted with application	
Agency has an approved Section 3 Plan	
If 'No' to both deduct 40 points. Enter -40	
Total Project Development Information Points Awarded	40

Project Development Information Notes:

2. Organizational/Developer Capacity (50 points possible)

Agency Longevity (Max 5 points) (choose one)	5
In existence for less than 1 year (0 points)	
In existence for 1-3 years (1 point)	
In existence for 3-10 years (3 points)	5
In existence for more than 10 years (5 points)	5
Agency Operational Capacity (Max 10 points)	10
	Y/N or NA
Agency has experienced administrative staff in place	
Project staff have experience in the project roles	
Agency has previous experience with federal funds/regulations	
Agency has capacity to maintain properties long-term	
Agency has experience with managing subsidized housing	
Agency Financial Capacity (Max 10 points)	10
	Y/N or NA
Agency has adequate financial management systems and practices	

Agency has sufficient financial resources to carry out the project	
Agency has no audit concerns	
Agency has no adverse financial history in the past 10 years	
Agency demonstrates ongoing financial viability	

Agency Project Portfolio (Max 10 points)	10
	Y/N or NA
Agency has a project portfolio of properties managed/developed	
Properties are paid up in taxes and no code violations	
No properties to go in foreclosure in the past 10 years	
Agency has a vacancy rate of less than 10% on properties	

Agency Past Performance (max 15 points)	10
	Y/N or NA
Agency has previous experience with CD funds	
Agency has no outstanding compliance issues with previous projects	
Agency has a history of being on time with reporting	
Total Organization/Developer Capacity Points Awarded	45

Organizational/Developer Capacity Notes:

3. Project Feasibility/Costs/Financing (30 points possible)

Project Budget (Max 10 points)	10
	Y/N or NA
Budget shows sources for all funds and availability	
Budget outlines uses for all funds	
Budget is balanced	
Documentation is included for all funds	

Sources of Funds (Max 10 points)	10
	Y/N or NA
Total funds are adequate and timely in availability to cover development costs	
Other funds are compatible with HOME	
Documented funding sources are committed to project	

Uses of Funds (Max 10 points)	10
	Y/N or NA
Coats are necessary and reasonable	

Costs allocated to HOME are eligible	
All costs are documented	
The ongoing pro forma/sales plan shows positive cash flows	
Projected expenses are reasonable	
Minimum replacement reserves are specified	
Total Project Feasibility/Costs/Financing Points Awarded	30

Project Feasibility/Costs/Financing Notes:

4. Readiness to Proceed (10 points possible)

Select one:	10
Notice to Proceed can be issued within 30 days of award (10 points)	
Notice to proceed can be issued within 60 days of award (5 points)	
Notice to proceed can be issued within 90 days of award (2 points)	
Notice to proceed exceeds 90 days of award (0 points)	

Readiness to Proceed Notes

5. Certifications (10 points possible)

	Points Awarded
The agency has submitted all required certifications (10 points)	10

Certification Notes: