

# 2024 AFFORDABLE HOUSING PROGRAM APPLICATION REVIEW

SCORE SUMMARY

APPLICANT:

DATE:

SECTION	POINTS AWARDED	AVAILABLE POINTS
1. Project Scope/Conceptual Soundness		25
2. Budget/Financial Feasibility		30
3. Organizational Capacity		25
4. Project Readiness		20

TOTAL SCORE \_\_\_\_ OUT OF 100

REVIEWER NOTES:

<b>Project Scope/Conceptual Soundness</b>	<b>POINTS AWARDED</b>	<b>AVAILABLE POINTS</b>
The project design and scope of work are consistent and feasible and respond to an identified housing need.		6
The site, structure, location, and program design are appropriate for the proposed residents.		5
Elements of the project concept meet all threshold and eligibility requirements of the funding sources, including affordability.		6
The project will work to promote fair housing, and/or includes partnerships between organizations that work to reduce disparities in housing, and who serve marginalized and impacted communities.		4
Project addresses RFP and community priorities.		4
<b>SECTION TOTAL</b>		<b>25</b>

<b>Budget/Financial Feasibility</b>	<b>POINTS AWARDED</b>	<b>AVAILABLE POINTS</b>
Budget forms are consistent, accurate, and thorough. Estimates and costs are reasonable and well supported or justified.		6
A rigorous attempt to leverage other funds is documented.		6
Proposed sources of funds are matched to eligible activities. Documentation of conditional and committed funds is included.		6
The operating pro forma indicates sufficient cash flow and reserves to maintain and operate the project in a prudent and responsible manner for the length of commitment.		6
The rents and/or mortgage payments are consistent with affordability requirements.		6
<b>SECTION TOTAL</b>		<b>30</b>

<b>Organizational Capacity</b>	<b>POINTS AWARDED</b>	<b>AVAILABLE POINTS</b>
The skills and experience of the project sponsor and the development team are appropriate to the size and complexity of the project.		6
The sponsor organization is fiscally sound and has adequate financial management systems and practices in place to manage the award in accordance with 2 CFR 200.		7
The sponsor has realistically assessed obstacles and challenges, including shortfalls in organizational expertise, and has a reasonable mitigation plan to address them.		6
The project's management plan assures reasonable operation and maintenance of the project or program for the length of commitment.		6
<b>SECTION TOTAL</b>		<b>25</b>

<b>Project Readiness</b>	<b>POINTS AWARDED</b>	<b>AVAILABLE POINTS</b>
The development schedule is well-thought out, complete, and potential delays have been considered.		5
The project schedule and cash flow statement indicate that all proposed and conditional funds will be committed within six months of the City's preliminary award and that the project can be completed within 18 months of the City's agreement. Project must demonstrate that all funding will be secured within 12 months and the project commenced within 24 months.		5
Issues of site control, zoning, special permits, environmental hazards, and licensing are identified and already resolved, or can be resolved in a timely manner.		5
The status of architectural plans, cost estimates, and project financing contribute to the timeliness of the proposed schedule.		5
<b>SECTION TOTAL</b>		<b>20</b>