



**REVIEWER SCORING MATRIX**

Application Page	Project Scope	Does the project meet an identified need (from CP)?	Maximum Score	Your Score
2	Project Type <i>Points are awarded solely based on the type of project.</i>	Development of NEW housing units for sale OR	7	
		Development of NEW rental units OR	5	
		Single family rehabilitation for sale OR	3	
		Rental housing rehabilitation	2	
3-4	Income Levels	Here you want to encourage development of new units that serve the <b>lowest</b> income households or populations that might be hard to serve (disabled). Score from 1-5 points.	5	
5	Con Plan Priorities	Does the developer select actions to alleviate impediments?	5	
Appendix 1	Market Study	Does this market study convince you that the project is needed? Score from 1-3 points.	3	
	TOTAL SCORE: PROJECT SCOPE		Maximum 20 points	

Application Page	Project Design	Does the project fit in to the area where it is to be sited?	Maximum Score	Your Score
Page 7	Project location	Is the housing being developed in an area that is close to jobs, transportation, grocery stores, or parks? Is this an “area of high opportunity” with good jobs, stable housing prices, good schools, etc.? Score 1-5	5	
APPENDIX 2	Project Design (design features, amenities)	Does the design of the project (new construction or rehab) fit in with neighborhood aesthetics? Does it include amenities that are consistent with the market area? Score 1-5.	5	
Page 6	Readiness to proceed	How soon can the project be started? This depends on whether the develop controls the site and the site is appropriately zoned. Score 2 for site control only, 3 for zoning only and 5 for both.	5	
	TOTAL SCORE: PROJECT DESIGN		Maximum 15 points	

Application Page	Affordability	Who does the project serve and for how long?	Maximum points	Your Score
8	Income levels served	Look at the table on Page 8. Points are awarded as follows: 5=100% under 30% 3=100% under 50% 2=100% under 60% 1=100% under 80%	5	
8	Development Type	Award 2 points if less than 50 percent of the units in the overall development are HOME units.	2	
8	Period of Affordability	Projects that ensure affordability for 21-25 years will receive 2 points. Projects that ensure affordability for more than 25 years will receive 3 points.	3	
	TOTAL SCORE: AFFORDABILITY		Maximum 10 points	

Application Page	Financial Feasibility	<b>Does the organization have the financial resources to successfully complete this project?</b>	Maximum Points	Your Score
10	Total cost per unit	The total cost per unit for the development should be reasonable. This should be based on comparable figures for the project location.	5	
9	Review of Financials	Does this project appear to have a reasonable budget? Is the amount of contingency sufficient to ensure completion? Is the Developer fee reasonable? Score 1-8.	8	
9	Other sources secure?	Consider the percent of other funds that are already secure. If 100% of other funds are secure, score 5.	5	
10	HOME cost per unit	Percent of per unit costs that will be paid for with HOME funds. Less than 10%=2 points 10-25%=1 point More than 25%=0 points	2	
10	Program Income generated	Will program income be repaid? If so, when? 50% of the amount of funds repaid within 20 years=2 points Less than 50% of those funds originally provided within 20 years=1 point All other=0 points	2	
10	Match	Is there sufficient match for the HOME funds? Minimum match ( <u>cash and non-cash</u> ) from all sources is 25%=1 point 25% <u>cash</u> match=2 points More than 25% <u>cash</u> match=3 points	3	
	TOTAL SCORE: FINANCIAL FEASIBILITY			
				Maximum 25 points

Application Pages	Developer Capacity	Does the developer have experience with project similar to the one proposed in the application?	Maximum Score	Your Score
ALL	Proposal Clarity	Do you clearly understand the project that is being proposed? This is one indication of developer capacity and ability.	5	
11 and Appendix 4	Organizational Experience	Consider what other projects the organization has done that are similar to the one being proposed, Are there clear examples provided? Score 1-7 Look at resumes of development team to see what type of experience key staff members have. Score 1-8	15	
	Financial Capacity	Does the organization have the financial ability to complete this project? Do they have sufficient reserves so they can operate on a reimbursement of costs?	5	
	CHDO	Score five points if the developer is certified as a CHDO.	5	
	TOTAL SCORE: DEVELOPER CAPACITY			
				Maximum 30 Points

SUMMARY OF PROJECT REVIEW			
	TOTAL SCORE	Add scores from each section for the total	
			Maximum 100 Points
NOTE THAT THE PROJECT MUST SCORE AT LEAST 45 points when reviewed by staff or it will not be passed to the Committee for review.			
General Proposal Comments:			