

HOMEBUYER PROGRAM EVALUATION TOOL

Evaluator Number: _____

Applicant: _____

Total Score: _____/200

Evaluate each proposal for the criteria listed below Amount Requested \$ _____

Organization Status **Maximum 22 points** _____/22

Organizational Structure of applicant or co-applicant (choose all that apply)

- Nonprofit (3 pts)
- CHDO (6 pts)
- Main office/HQ in Washtenaw County (3 pts)
- Organization is federally debarred – NOT ELIGIBLE TO APPLY

Finances of applicant, co-applicant or parent organization, whichever scores higher (choose

1)

- No audit – NOT ELIGIBLE TO APPLY
- Audit has a significant deficiency or control deficiency (-2 points)
- Audit has a material weakness (combination of significant deficiencies results in the likelihood of a material misstatement) (-5 points)
- Audit has no findings, agency utilized reserves during audit year (3 points)
- Audit has no findings, and audit shows positive cash flow (5 points)
- Audit has no findings, unrestricted cash or cash equivalent assets are 5% or more of current budget (10 points)

Professional Qualifications **Maximum 18 points** _____/18

Organizational experience of applicant or co-applicant, whichever scores higher (choose 1)

- Less than 3 years HUD experience or applicant did not provide sufficient information – NOT ELIGIBLE TO APPLY
- <10 HUD units developed, and at least 3 years HUD experience outside Washtenaw County (1 pt)
- <10 HUD units, and at least 3 years HUD experience inside Washtenaw County (2 pts)
- 11-50 HUD units, and at least 3 years HUD experience outside Washtenaw County (3 pts)
- 11-50 HUD units, and at least 3 years HUD experience inside Washtenaw County (4 pts)
- Over 50 HUD units, and at least 3 years HUD experience outside Washtenaw County (5 pts)
- Over 50 HUD units, and at least 3 years HUD experience inside Washtenaw County (6 pts)

Experience of development team (highest experience) (choose 1)

- Less than 3 years HUD experience or applicant did not provide sufficient information (0 pts)
- <10 HUD units developed, and at least 3 years HUD experience outside Washtenaw County (1 pt)
- <10 HUD units, and at least 3 years HUD experience inside Washtenaw County (2 pts)
- 11-50 HUD units, and at least 3 years HUD experience outside Washtenaw County (3 pts)

- 11-50 HUD units, and at least 3 years HUD experience inside Washtenaw County (4 pts)
- Over 50 HUD units, and at least 3 years HUD experience outside Washtenaw County (5 pts)
- Over 50 HUD units, and at least 3 years HUD experience inside Washtenaw County (6 pts)

*Experience of most experienced construction oversight staff person (**choose 1**)*

- Less than 3 years HUD experience by most experienced construction staff person (0 pts)
 - <10 HUD units developed, and at least 3 years HUD experience outside Washtenaw County (1 pt)
 - <10 HUD units, and at least 3 years HUD experience inside Washtenaw County (2 pts)
 - 11-50 HUD units, and at least 3 years HUD experience outside Washtenaw County (3 pts)
 - 11-50 HUD units, and at least 3 years HUD experience inside Washtenaw County (4 pts)
 - Over 50 HUD units, and at least 3 years HUD experience outside Washtenaw County (5 pts)
 - Over 50 HUD units, and at least 3 years HUD experience inside Washtenaw County (6 pts)
-

Implementation Process

Maximum 30 points

_____ /30

(Choose all that apply)

- _____ Description of oversight and management included (1 pt)
 - _____ Management Plan is appropriate for project and will ensure success (1 – 10 pts)
 - _____ Construction management is appropriate and will ensure success (1 - 10 pts)
 - _____ Procurement procedures included (1 pt)
 - _____ Procurement procedures are appropriate and ensure competitive bidding (1 - 2 pts)
 - _____ Timeline is included (1 pt)
 - _____ Timeline is realistic, appropriate and will ensure success (1 - 5 pts)
-

Financial

Maximum 30 points

_____ /30

(Choose all that apply)

- _____ Donated or nominal cost of property from unrelated party (at least 50% of units/land area) (5 pts)
 - _____ Proof of history of securing donated materials or labor (4 pts)
 - _____ 5 points for each secured source of funds for development (acquisition and construction), not including the County's funding (up to 15 points)
 - _____ 2 points for each source of funding that is not secured, but shows evidence that homebuyers have secured those funds in the past (such as MSHDA, IDA, FHLB etc) (up to 6 points)
-

Construction

Maximum 50 points

_____ /50

Add up points from *Appendix I: Green Criteria Fillable Checklist* optional criteria, up to 50.

Homebuyer Education Plan**Maximum 20 points**

_____/20

(Choose all that apply)

- ____ Required education program includes 8 or more hours (6 pts)
 - ____ Education program includes pre-purchase counseling (2 pt)
 - ____ Education program includes financial literacy (2 pt)
 - ____ Education program includes maintenance (2 pt)
 - ____ Education provider/s are MSHDA and/or HUD certified counseling agency (6 pts)
 - ____ Education is \$100 or less per household (2 pt)
-

Collaboration**Maximum 20 points**

_____/20

(Choose all that apply)

- ____ Non-profit/for-profit partnership as developers (10 pts)
 - ____ Memorandum of understanding between developer and another entity, such as homebuyer education or support services (10 pts)
-

Marketing**Maximum 10 points**

_____/10

(Choose all that apply)

- ____ Affirmative Marketing Plan is appropriate and will ensure success (1 - 4 pts)
- ____ Demonstrated outreach to lenders and/or realtors (2 pt)
- ____ Demonstrated outreach to the media (2 pt)
- ____ Demonstrated outreach to nonprofits (2 pt)

RENTAL DEVELOPMENT EVALUATION TOOL

Evaluator Number: _____

Applicant: _____

Total Score: _____ /245

Evaluate each proposal for the criteria listed below Amount Requested \$ _____

Organization Status Maximum 22 points _____ /22

Organizational Structure of applicant or co-applicant (choose all that apply)

- Nonprofit (3 pts)
- CHDO (6 pts)
- Main office/HQ in Washtenaw County (3 pts)

Organization is federally debarred – NOT ELIGIBLE TO APPLY

Finances of applicant or co-applicant, or parent organization, whichever scores higher

(choose 1)

- No audit – NOT ELIGIBLE TO APPLY
 - Audit has significant deficiency or control deficiency (-2 points)
 - Audit has material weakness (combination of significant deficiencies results in the likelihood of a material misstatement) (-5 points)
 - Audit has no findings, agency utilized reserves during audit year (3 points)
 - Audit has no findings and audit shows positive cash flow (5 points)
 - Audit has no findings, and unrestricted cash or cash equivalent assets are 5% or more of current budget (10 points)
-
-

Professional Qualifications Maximum 24 points _____ /24

*Organizational experience of applicant or co-applicant, whichever scores higher **(choose 1)***

- Less than 3 years HUD experience – NOT ELIGIBLE TO APPLY
- <10 HUD units developed, and at least 3 years HUD experience outside Washtenaw County (1 pt)
- <10 HUD units, and at least 3 years HUD experience inside Washtenaw County (2 pts)
- 11-50 HUD units, and at least 3 years HUD experience outside Washtenaw County (3 pts)
- 11-50 HUD units, and at least 3 years HUD experience inside Washtenaw County (4 pts)
- Over 50 HUD units, and at least 3 years HUD experience outside Washtenaw County (5 pts)
- Over 50 HUD units, and at least 3 years HUD experience inside Washtenaw County (6 pts)

*Experience of development team (highest experience) **(choose 1)***

- Less than 3 years HUD experience by most experienced development staff person (0 pts)
- <10 HUD units developed, and at least 3 years HUD experience outside Washtenaw County (1 pt)
- <10 HUD units, and at least 3 years HUD experience inside Washtenaw County (2 pts)
- 11-50 HUD units, and at least 3 years HUD experience outside Washtenaw County (3 pts)

- 11-50 HUD units, and at least 3 years HUD experience inside Washtenaw County (4 pts)
- Over 50 HUD units, and at least 3 years HUD experience outside Washtenaw County (5 pts)
- Over 50 HUD units, and at least 3 years HUD experience inside Washtenaw County (6 pts)

*Experience of most experienced construction oversight staff person **(choose 1)***

- Less than 3 years HUD experience by most experienced construction staff person (0 pts)
- <10 HUD units developed, and at least 3 years HUD experience outside Washtenaw County (1 pt)
- <10 HUD units, and at least 3 years HUD experience inside Washtenaw County (2 pts)
- 11-50 HUD units, and at least 3 years HUD experience outside Washtenaw County (3 pts)
- 11-50 HUD units, and at least 3 years HUD experience inside Washtenaw County (4 pts)
- Over 50 HUD units, and at least 3 years HUD experience outside Washtenaw County (5 pts)
- Over 50 HUD units, and at least 3 years HUD experience inside Washtenaw County (6 pts)

*Experience of property management staff/company **(choose 1)***

- Less than 3 years HUD/LIHTC experience by most experienced property management staff person/company (0 pts)
- <25 HUD/LIHTC units managed, and at least 3 years HUD/LIHTC experience outside Washtenaw County (1 pt)
- <25 HUD/LIHTC units, and at least 3 years HUD/LIHTC experience inside Washtenaw County (2 pts)
- 26-100 HUD/LIHTC units, and at least 3 years HUD/LIHTC experience outside Washtenaw County (3 pts)
- 26-100 HUD/LIHTC units, and at least 3 years HUD/LIHTC experience inside Washtenaw County (4 pts)
- Over 100 HUD/LIHTC units, and at least 3 years HUD/LIHTC experience outside Washtenaw County (5 pts)
- Over 100 HUD/LIHTC units, and at least 3 years HUD/LIHTC experience inside Washtenaw County (6 pts)

Population Targeting

Maximum 15 points

_____ /15

(Choose all that apply)

- At least 20% of the units reserved for homeless or special needs populations (elderly, disabled, veteran, youth etc.) (4 pts)
- At least 30% of the units reserved for households at 30% AMI or less (including special needs population) (6 pts)
- At least 20% of the units do not have income restrictions (3 pts)
- Projects with over 24 units include 3 bedrooms or more in at least 20% of the units (2 pts)

Financial

Maximum 65 points _____/65

(Choose all that apply)

- _____ Minimum of \$300/unit replacement reserves, except a minimum of \$100/unit for SRO units (1 pt)
- _____ 2% minimum annual rent increase (1 pt)
- _____ 3% minimum annual operating increase (1 pt)
- _____ 5% minimum vacancy rate, 7% if less than 10 units (1 pt)
- _____ Each unit is shown by number of bedrooms and rent target (1 pt)
- _____ All sources of financing include the terms (interest rate, length, balloon (1 pt)
- _____ Property management fee does not exceed 6% (1 pt)
- _____ Operating Pro Forma is detailed, reasonable, and based on historical data (1-3pts)
- _____ Donated or nominal cost of property from unrelated party (at least 50% of units/land area) (5 pts)
- _____ Donated materials or labor, evidence of secured or secured on previous project (2 pts)
- _____ Payment in Lieu of Taxes (PILOT) will be applied for (1 pts)
- _____ OR Payment in Lieu of Taxes (PILOT) secured (3 pts)
- _____ Project Based Rental Vouchers will be applied for (1 pts)
- _____ OR Project Based Rental Vouchers secured (5 pts)
- _____ 2 points for each source of funding over \$50,000 that is not secured, but shows evidence that developers have secured those funds in the past (such as MSHDA, FHLB etc) (up to 6 points)
- _____ 5 points for each secured source of funds over \$50,000 (up to 20 points)
- _____ 1 point for every 5 additional years over 20 year affordability commitment (up to 4 pts)
- _____ Permanent Supportive Housing Budget Includes funding sources outside of development budget funding sources (up to 10 points)

Implementation Process

Maximum 30 points _____/30

(choose all that apply)

- _____ Currently zoned appropriately (3 pts)
 - _____ Site Plan approved or existing building (5 pts)
 - _____ Property secured through ownership or purchase option (4 pts)

 - _____ Implementation plan is appropriate for project and will ensure success (1-5 pts)
 - _____ Capital Needs Assessment and Specs supports funding request (if rehab) OR architectural drawings if new (1-5 pts)
 - _____ Construction management is appropriate and will ensure success (1-3 pts)
 - _____ Procurement procedures are appropriate and ensure competitive bidding (2 pts)
 - _____ Timeline is realistic, appropriate and will ensure success (1-3 pts)
-
-

Green Construction Criteria

Maximum

50

points

_____/50

Add up points from *Appendix I: Green Criteria Fillable Checklist* optional criteria, up to 50.

Quality of Life

Maximum 10 points

_____/10

Add up points from application

Property Management Plan

Maximum 14 points

_____/14

(Choose all that apply)

- _____ Tenant Selection Process is appropriate and will ensure success (1 – 4 pts)
 - _____ Property Maintenance Plan is appropriate and will ensure success (1-4 pts)
 - _____ Affirmative Marketing Plan includes appropriate outreach to range of nonprofits (1 - 3 pts)
 - _____ Affirmative Marketing Plan includes appropriate outreach to range of media outlets (1 - 3 pts)
-
-

Support Services On-Site

Maximum 15 points

_____/15

Add up points from application

COOPERATIVE MEMBER DPA EVALUATION TOOL

Evaluator Number: _____

Applicant: _____

Total Score: _____/176

Evaluate each proposal for the criteria listed below Amount Requested: \$ _____

Professional Qualifications

Maximum 30 points

_____ /30

Finances of applicant or co-applicant, whichever scores higher (choose 1)

- No audit – NOT ELIGIBLE TO APPLY
- Audit has a significant deficiency or control deficiency (-2 points)
- Audit has a material weakness (combination of significant deficiencies results in the likelihood of a material misstatement) (-5 points)
- Audit has no findings, agency utilized reserves during audit year (3 points)
- Audit has no findings, and audit shows positive cash flow (5 points)
- Audit has no findings, unrestricted cash or cash equivalent assets are 5% or more of current budget (9 points)

Experience of Property Manager (choose 1)

- Property Manager has less than 2 years experience at cooperative (0 points)
- Property Manager has 2 or more years experience (2 points)
- Property Manager has 5 or more years experience (7 points)

Experience of Intake Staff (choose 1)

- Intake staff have less than 2 years experience at cooperative (0 points)
- At least one intake staff person has 2 or more years experience (2 points)
- At least one intake staff person has 5 or more years experience (7 points)

Experience of Maintenance Staff (choose 1)

- Maintenance staff have less than 2 years experience at cooperative (0 points)
 - At least one maintenance staff person has 2 or more years experience (2 points)
 - At least one maintenance staff person has 5 or more years experience (7 points)
-
-

Implementation Process

Maximum 65 points

_____ /65

Target Income (choose all that apply)

- All subsidized units reserved for households at 50% AMI or less (5 pts)
- At least 20% of subsidized units reserved for households at 30% AMI or less (10 pts)
- Subsidized units are permanently affordable through deed restriction (15 pts)

*Member fees **(choose 1)***

- Member pays 50% or more of membership fee (0 pts)
- Member pays more than \$500 and less than 50% of membership fee (3 pts)
- Member pays \$500 or less of membership fee (5 pts)

*HUD mortgage affordability period remaining for limited equity cooperative **(choose 1)***

- HUD affordability period is 5 years or less (0 pts)
- HUD affordability period is 6 - 15 years (5 pts)
- HUD affordability period is over 15 years (10 pts)

Property Management

- ____ Member selection process is appropriate and will ensure success (1-10 points)
- ____ Property maintenance plan is appropriate and will ensure success (1-10 points)

Financial **Maximum 21 points** _____/21

(Choose all that apply)

- ____ 5 points for each additional secured source of funds (up to 15 points)
- ____ 2 points for each source of funding that is not secured, but will be applied for (up to 6 points)

Collaboration **Maximum 10 points** _____/10

- Memorandum of understanding between developer and another entity (10 pts)

Marketing Plan **Maximum 20 points** _____/20

- ____ Demonstrated outreach through wide range of media (1 - 10 pts)
- ____ Demonstrated outreach to wide range of nonprofits (1 - 10 pts)

Quality of Life **Maximum 30 points** _____/30

Add up points from application
