



**Washington County HOME Project Application Evaluation and Criteria**

Proposals for the HOME Investment Partnerships Program (HOME) funding are evaluated and ranked by Washington County Community Development (CDA) staff and the Washington County Community Development Block Grant Citizen Advisory Committee (CAC) using the criteria below. The staff evaluates all projects and provides a ranked list to the CAC. The CAC reviews each project, modifies the ranking, and provides a funding recommendation to the Washington County Board of Commissioners. The Washington County Board of Commissioners makes the final allocation of grant funds.

**Qualifying Requirements**

All projects must meet the Threshold Criteria to be further considered for funding.

HOME Funding

Applicant:		Amount Requested:	
Project Name:		Activity/Matrix Code:	
Reviewed By:		Date:	

Threshold Requirements			
	Factor	Outcome	
---	Federal Requirement	Low to Moderate Income Benefit	
---	Con Plan HIGH Priority	HIGH Priority	
---	Start date	Project has not started or will not start until after July 2021	
<b>If you answered NO to any of the Threshold Requirements, STOP NOW.</b>			
Maximum Points	Factor	Outcome	Points Awarded
5	Technical Assistance	Applicant met with or spoke to CDA staff regarding project and eligibility criteria	

Project Description		Points Awarded	
15	Community Need and County Benefit	15 pts: Demonstrated Community Need and Countywide Benefit	
		10 pts: Demonstrated Community Need and addresses targeted area benefit.	
		5 pts: Community needs not identified. Countywide benefit is not clearly demonstrated.	
10	Timeline	10 pts: Project is shovel ready and will be ready to begin as soon as funding is awarded. All components are in place (i.e. city approvals)  CDBG: The project will be completed, and funds drawn down within 18 months of the award of the funds.	
		5 pts: Minor components not in place but will not delay timeline	
		0 pts: Major components not in place and will delay project starting up (i.e. zoning approval, architectural design, etc.).  The project will not be completed, and a significant portion of the funds will not be drawn down within required time frames.	

15	Accomplishments	15 pts: Project will assist in unmet Consolidated Plan Goals	
		10 pts: Project will assist in meeting partially met Consolidated Plan Goals.	
		5 pts: Project is proposing accomplishments for goals that have been met in Consolidated Plan.	
10	Community Support	10 pts: Project is supported in the community. This is demonstrated with a letter of support from the chief elected official of the primary municipalities in which the project is located.	
		5 pts: Description of efforts to notify local officials. If local officials decline to support the project, the application should address any specific concerns that have been raised about the Project.	
		0 pts: Lack of community support due to lack of public outreach efforts.	

15	Budget Commitment	15 pts: Funds from other required sources are committed (documentation of commitment of funds required by June 30, 2020). Budget proposes eligible uses.	
		10 pts: Funds from other required sources are pending. Applicant proposes some ineligible uses but after technical assistance discussion with CDA will submit a revised budget.	
		0 pts: Applications not yet submitted to other required funding sources. Proposed ineligible use of funds. No intent to resubmit revised budget after technical assistance discussion from CDA.	
15	Leveraging	15 pts: Leveraging 2:1 or more	
		10 pts: Leveraging approximately 1:1	
		5 pts: Leveraging 1:2 or less	

**Organizational Capacity**

<p>15</p>	<p>Budget Narrative</p>	<p>15 pts: All costs have been carefully estimated and documented (e.g. preliminary professional studies, appraisals, wage rate determinations, etc.). Demonstrated fiscal management</p>	
		<p>10 pts: Some, but not all costs have been estimated and documented. Demonstrated fiscal management.</p>	
		<p>0 pts: Cost estimates have not been documented or no demonstration of fiscal management.</p>	
<p>15</p>	<p>Additional Budget Questions  Compliance Capacity</p>	<p>If prevailing wage is triggered on this project, does the budget account for those costs?</p>	
		<p>Is a loan or a grant preferred?</p>	
		<p>15 pts: Applicant staff have taken HUD's income verification training</p>	
		<p>10 pts: Applicant will ensure staff take HUD's income training prior to execution of funds.</p>	
		<p>0 pts: Applicant staff are not familiar with Income verifications or calculations.</p>	
<p>15</p>	<p>Construction Management and Requirements</p>	<p>15 pts: Applicant is experienced (or is partnering with a consultant or entity) in implementing projects with similar complexity as the proposed project.</p>	

		<p>10 pts: Applicant has a modest amount of experience in implementing complex projects or projects like proposed project and is not partnering with a consultant or entity with relevant experience.</p> <p>0 pts: The implementing organization does not have experience in implementing complex projects or projects like that proposed or is not partnering with another experienced organization or consultant.</p>	
5	Environmental Concerns	<p>5 pts no initial environmental concerns were identified or if identified, remediation concerns will be addressed.</p> <p>0 pts environmental concerns were identified, and no remediation concerns will be addressed.</p>	
Potential Point Deduction	Timeliness of Spending	Applicant has outstanding funds from prior years and is currently on extended contracts. Subtract 10 pts	

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<b>Activity Questions. Select one based on category.</b>			
15	Housing	5 pts: site is zoned or in zoning process for this type of activity.	
		5 pts: Provides opportunities for mixed income residential communities.	
		5 pts: Creates accessible units or rehabs existing units for accessibility for persons with physical disabilities or the frail elderly. Or creates or rehabilitates housing units that serve large related families (3 or more bedrooms) and/or has family friendly components.	

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