

## HOME Application

**-Introduction**

~~Listed are the r~~The following pages outline the requirements for **a HOME the combined application, - a combination of HOME and Low Income Housing Tax Credits (LIHTC), -, and as well as a HOME Single-Family Application (Exhibit “R”). Note: Homebuyer activity should use the Multi-family application**. If submitting an application for HOME funds only, please pay close attention to the areas of the application marked “Tax Credit Only” or “HOME Only” and complete thee areas pertaining to the proposed project. The actual applications are available at

Multi-Family Application: [http://www.ihfa.org/grants\\_homeblk.asp](http://www.ihfa.org/grants_homeblk.asp)

Single Family Application: <http://www.ihfa.org/xls/SingleFamilyApplication.xls>

**Exhibits:**

It may prove beneficial to review the **Application Initial Threshold-Scoring wWorksheets** before ~~completingsubmitting~~ a HOME application. Both multi-family and single-family worksheets are provided in this chapter. Exhibit “T” of the HOME/LIHTC Application ~~willhas been included to~~ assist you in reviewing your application. An incomplete application will not be scored.

~~Thank you for your interest in using HOME funds to provide safe, decent, affordable housing for Idaho. If you have any q~~Questions regarding your application **should be directed to, please feel free to contact** the HOME Technical Assistance Coordinator at 1-877-4GRANTS (1-877-447-2687).

**Open-Notice of Funding Availability (NOFA) and the Application Process**

HOME funds are **awarded disbursed throughout the year on athrough a published** competitive application process **twice each program year. A HOME application must be complete and thorough** Project sponsors submit an application that mustto meet **athe** minimum scoring threshold to continue on to a competitive scoring against other project applications.

~~Therefore, the application must be thorough in its description of the proposed project type, need, development team, development and operating budget, and a financing plan which includes all costs and cash flow projections.~~ Successful applicants ~~areare~~ required to submit additional information and finalize all financing ~~arrangements~~ within a designated time**frame. HOME funds are not be formally committed to any project until frame. If not completed within the designated timeframe may result in withdrawal of the Conditional Reservation or Conditional Commitment of HOME funds. all financing is secured and all requested information and documentation is received.**

HOME application materials included ~~ed in this chapter include~~ a table indicating how points are awarded to each application.

~~\*Please n~~Note: if submitting a **A** joint HOME and Tax Credit application **will require, two complete copies. of the application must be provided.**

~~IHFAThe HOME Department~~ will perform site analysis, **financial feasibility, and**

environmental, ~~and~~ other regulatory reviews of all HOME applications, ~~including financial feasibility.~~

**Minimum Threshold:**

~~All applications undergo a preliminary threshold screening according to the following criteria:~~

- The application must be complete.
- The proposed project must comply with the HOME regulations.
- The project must demonstrate financial feasibility (joint projects are determined by the Tax Credit analysis).
- The approved market study describes the methodology in which the demographic and income data was collected and analyzed, and ultimately supports the conclusions and recommendations.
- The application demonstrates sponsor's ability and experience to begin construction within 12 months and complete the proposed project in a reasonable time period.
- The sponsor/applicant and/or developer **does** not own nor is developing **projects/properties** ~~that are~~ currently considered troubled projects according to IHFA standards.

**PLEASE NOTE: Disclosure of Application Information**

The applicant understands and agrees that all information contained in this application and submitted with this application may be disclosed to the public by the Idaho Housing and Finance Association, except that appraisals, if any, provided by a third party to IHFA, may be exempt from disclosure under the Idaho Public Records Act. However, in all events, the applicant agrees that any market feasibility study submitted to IHFA shall be open to disclosure to the public, and the applicant shall make whatever arrangements are necessary with the preparer of such study, in order that such study may be disclosed. A Market Feasibility Study is defined as a separate study required to assist the applicant and IHFA to determine a need for, and marketability of, affordable units in the area where the project is proposed, the "market value appraisal" is defined as "a study that includes a determination of the market value of the project for lending purposes."

**A list of approved Market Study providers is available at <http://www.ihfa.org/pdfs/ApprovedMarketProvider.pdf>**

When an application passes the threshold review, it will be scored and rated according to a set of criteria listed in this chapter. These are consistent with the strategies of the Idaho Consolidated Plan and the development of quality affordable housing. The criteria objectively rate the comparative quality of each project, the impact, or value per dollar requested, and the likelihood of each project's success. Factors such as the experience of the development team, the level of community support, the relative need for the units, their unit size and per square foot construction costs as compared to industry standards. Utility conservation, open space, and project amenities are included in the rating. Additional points will be awarded for providing evidence of HOME eligible matching funds and other sources of leveraging. Applications must score at least 115 out of 200 points to be eligible for funding.

### **Letters of Community Support**

The Association intends to notify local public officials, and/or public housing agencies of proposed rental housing developments submitted by housing sponsors that are within their market area for HOME funds under this Administrative Plan. The notification permits input, support, and/or comments as it pertains to the housing development. Such input may be considered in the underwriting of the development during the application process.

The housing sponsor may elect to submit a letter of community support with their HOME application and are encouraged to do so in accordance with the Plan. The public official and/or public housing director submitting the letter of community support for the housing development should address in their letter the following issues:

- Support for affordable housing;
- Support for the development of additional housing units at the rent levels proposed; and
- Acknowledgment ~~that~~ there is a need for additional rental units.

### **Conditional Reservations**

Within 60 days of the published due date for applications, IHFA will announce conditional, non-binding reservations of HOME funds. A reservation of funds is merely a way of earmarking resources for the project to allow IHFA to proceed with the feasibility analysis of for making a loan of HOME funds. Until an applicant receives a legally binding commitment from IHFA in the form of a Regulatory Agreement, any action taken with respect to the development of a project is taken entirely at the applicant's own risk and could result in the loss of the reservation of HOME funds.

### **Regulatory Requirements**

Prior to executing a Regulatory Agreement with IHFA, the following requirements must be completed to the satisfaction of IHFA:

#### **1. Environmental Review**

An environmental review that meets the requirements of 24 CFR Part 58 must be completed for the project unless the project is determined exempt or converts to exempt. IHFA must receive a written release of funds from HUD. The environmental reviews are conducted as early as possible, so that the public and other agencies can participate in consideration of the impacts of the proposed projects, and changes to the project concept and design can be incorporated if found desirable. However, until the review process is completed, only non-physical project activities that do not have an adverse environmental impact and would not limit the choice of alternatives may be undertaken.

**NOTE:** ~~Once a HOME application is submitted, an Environmental Review must be completed before the site is acquired and/or before any construction activities occur, and before HOME Program funds can be committed to the project.~~ Completion of the environmental review process is mandatory before any physical action is taken on a site, or a commitment or expenditure of HUD or non-HUD funds are used for property acquisition, demolition, rehabilitation, conversion, lease, and repair or construction activities. Non-HUD fund means any other federal, state, local, private, or other funds. Sponsors, contractors, owners, and developers must not expend public or

private funds or execute a legally binding agreement for property acquisition, rehabilitation, demolition, conversion, repair, or construction pertaining to a specific site, until an environmental clearance has been achieved. Doing so prior to completion of the environmental review process requires the denial of any Federal funds for that project. No funds may be committed to a HOME activity or project before the completion of the environmental review, and approval of the Request for Release of Funds from the United States Department of Housing and Urban Development (HUD), according to Notice CPD-01-11 issued by HUD on July 17, 2001. This also applies to any affiliate or related entities.

## **2. Choice-Limiting Alternative**

Non-governmental entities must refrain from undertaking activities that would have an adverse environmental impact, or would otherwise limit the choice of reasonable alternatives, until HUD has issued an approval of the “Authority to Use Grant Funds”. “HOME funds may not be used to reimburse a non-governmental entity for project-related costs incurred after the entity has submitted an application for HOME funds and before approval by HUD of the Request for Release of Funds. A non-governmental entity (subrecipients, contractors, owners and developers) must not take actions that would have an adverse impact, or limit the choice of reasonable alternatives on projects after it applies for HOME funds,” except for activities that are exempt or excluded (24 CFR, Parts 58.34 and 58.35). Such exempt activities include environmental studies, and payment to a variety of soft costs such as insurance purchase, engineering, or design costs. Simply stated, this means. To not acquire property; start construction, demolition, rehab; lease; rent; or conduct any other activity on the property until HUD has issued a release of funds and until receiving notification of such by IHFA. If any of these activities occur during the environmental review process, the conditional reservation of HOME Funds will be rescinded. Please refer to Chapter 6 for more information.

## **3. Other Federal Regulatory Conditions**

- **The Submission and approval of an Affirmative Marketing Plan**
- **Proof of outreach to Minority-Owned and Women-Owned Businesses**

The Association may place other conditions on projects for which HOME funds have been reserved. The conditions may include, but are not limited to, requiring rents to be decreased, requiring longer periods of affordability to be met and requiring lower income levels to be served.

All other funding to a project must be committed before IHFA will execute a Regulatory Agreement for the HOME funds. As indicated above, HOME project sponsors will be allowed 180 days from the date of the reservation to document that all other sources are committed to the project. Projects receiving a reservation of HOME funds must reasonably be expected to start construction within twelve months of the date of reservation.

**NOTE:** Issuance of a reservation of HOME funds by IHFA shall not constitute or be construed as a representation or warranty as to the feasibility or viability of the project or the project's ongoing capacity for success.

### **Conditional Commitment of HOME funds**

After the reservation of home funds, IHFA will provide the applicant a list of additional items

needed to obtain a “Conditional Commitment Letter” (‘CCL’) upon which a loan can be approved. This list will include:

- Complete organizational documents from the Borrower entity;
- all general partners in the borrower entity such as Articles of Incorporation, By-Laws, and Board Resolution authorizing the indebtedness;
- partnership or limited partnership agreements for the Borrower entity and all general partners in the Borrower entity;
- Evidence of filing with the Secretary of State for all corporate and partnership entities.
- Requirement for submission of a current, signed, dated financial statement from the Borrower entity (including nonprofit corporations) and all general partners in the borrower entity.
  1. For a corporation (other than a nonprofit corporation) or a trust, financial statements will be required from each member, stockholder, or beneficiary who holds an interest in the organization in excess of 10 percent.
  2. For a partnership, financial statements will be required from each general partner who holds an interest in the organization.
  3. For applicants that are not legally organized at the time of filing the loan request, financial statements will be required from all of the proposed parties in proportion to the proposed ownership interest of each party. However, the applicant must be legally organized prior to issuance of a “Conditional Commitment Letter” and loan approval and must submit financial statements.
  4. For cases in which financial statements are required from an individual, the financial statements must also include the financial interest and signature of the spouse.

All financial statements submitted must contain the following statement immediately preceding the signature line

"I/we certify the above is a true and accurate reflection of my/our financial condition as of the date stated herein. This statement is given for the purpose of inducing the Idaho Housing and Finance Association to make a loan or to enable the Idaho Housing and Finance Association to make a determination of continued eligibility of the applicant for a loan as requested in the loan application of which this statement is a part."

After the environmental review has been completed and HUD has released funds for the project, and after IHFA legal counsel has determined that the applicant entity is a legal entity with authority to undertake the obligations of the loan, and after review of the materials needed for issuance by IHFA of a Conditional Commitment Letter (CCL), IHFA will issue a CCL upon which the loan may be approved.

The CCL will highlight the salient points of the HOME Loan and Regulatory Agreement and will specify the conditions under which the loan will be made. After execution by IHFA and the Borrower entity, the CCL will be used to reflect the commitment of HOME funds to the project.

Within the time frame specified in the CCL (generally not to exceed 6 months after the date of the CCL), IHFA must receive evidence of the commitment of construction and permanent financing

from all other lenders and investors, and be acceptable to IHFA.

**IHFA reserves the right to rescind the Conditional Commitment of Funds from project sponsors who fail to secure other such commitments in a timely manner. Extensions of the CCL beyond the initial term will be granted at the sole discretion of IHFA.**

### **Other Conditions**

IHFA may place other conditions on projects for which HOME funds have been reserved. The conditions may include, but are not limited to, requiring rents to be decreased, requiring longer periods of affordability to be met and requiring lower income levels to be served. All other funding to a project must be committed before IHFA will execute a Regulatory Agreement for the HOME funds. As indicated above, HOME project sponsors will be allowed 180 days from the date of the reservation to document that all other sources are committed to the project. Projects receiving a reservation of HOME funds must reasonably be expected to start construction within twelve months of the date of reservation.

**The Issuance of a Conditional Commitment of HOME funds should not be construed as a representation or warranty regarding the feasibility or viability of the project or the project's ongoing capacity for success.**

### **Eligible Applicants**

The Idaho HOME program is as flexible as possible in order to provide funding accessible to all parties capable of developing affordable housing. Organizations eligible to apply for Idaho's HOME funds include:

- Units of local government;
- Private nonprofit organizations, 501(c)(3) or (4);
- Local or Indian Housing Authorities; or
- Private housing developers

Applications from Native American Tribes for the development of affordable housing for its Tribal members must include a copy of the HUD-approved Housing Plan, demonstrate how funding granted to the Tribe through the Native American Housing Assistance and Self-Determination Act (NAHASDA) is being used to meet the housing needs of low-income households, and describe the additional needs that would be met with an award of HOME funds.

Under the Direct Down Payment Assistance activity, individual home buyers ~~make application~~**apply** through an IHFA approved lender.

### **Maximum Project and Funding Commitment**

To ensure ~~all~~ regions and types of sponsors have **the most** equitable access to HOME funds, certain limits apply. A project sponsor or developer ~~cannot~~**may not** have more than **three** HOME--assisted projects under development at any one time, and the combined commitments of HOME funds at any one time to any one sponsor or developer may not exceed **\$1,300,000. 00**. In order for a HOME--assisted project ~~that is~~ in development not to be counted in either of these totals, the project must be completed and the units placed in service within 60 days after the due date for the HOME application for the additional project or projects.

-The limitation of ~~no more than~~ three HOME assisted projects under development at any one time may be waived; provided the applicant can demonstrate **both** organizational capacity and financial strength **and experience** to successfully manage more than 3 projects under development simultaneously. -In addition, the **following criteria will be evaluated if a waiver is requested:**  
~~\$1,300,000 limit of HOME funds may be waived if:~~

- **Project is defined as affordable housing preservation;**
- **Project will serve a priority needs population, i.e. elderly and/or special needs);**
- **Is in an underserved area and/or in a rural community( see definition Chapter 1, page 5);**
- **Owner and developer is an IHFA certified CHDO**

~~The number of applications sufficient to utilize the allocation of HOME funds was not received; and/or IHFA determines that the housing needs of Idaho’s low-income households would be better served. IHFA will also examine the geographic distribution of HOME funds, as well as the types of housing needs not addressed by the projects receiving reservations of HOME The number of applications sufficient to utilize the allocation of HOME funds was not received; and/or IHFA determines that the housing needs of Idaho’s low-income households would be better served. IHFA will also examine the geographic distribution of HOME funds, as well as the types of housing needs not addressed by the projects receiving reservations of funds~~

Potential applicants ~~may~~**can** request a waiver of the 3-project limit **or funding limit tation** by submitting ~~evidence relevant documentation~~ of administrative capacity, **and** financial strength, **and experience** to IHFA’s Grant Programs Department. ~~Such a~~ request ~~may~~**should** be made prior to ~~any~~ application due date. ~~in order for the applicant to know before preparing an application whether the application will be considered for funding.~~

**Developer Fee**

Maximum Developer Fee is 14%. ~~IHFA will evaluate the percentage of Allowable~~ Developer Fee **will be evaluated** based on:

- characteristics of the development, i.e. special needs, elderly;
- total development cost;
- size of the ~~project~~**development**
- type of development i.e. acquisition only, acquisition and rehabilitation, new construction;

In the event of increases in development costs during the allocation process, the Developer Fee is restricted to the amount reflected on the original application.

**New Construction**

\*Developer fee for new construction may not exceed the percentages as identified in the table below. Developer fee includes developer overhead and profit, and all consultant fees for services normally performed by the Developer.

<b>*Total Development Cost</b>	<b>Maximum Development Fee</b>
Less than 6 Million	14%

6-8 Million	12%
More than 8 Million	10%

\*Total Development Cost does not include Developer Fee or Development Reserves

**Acquisition**

\*Acquisition Cost will be limited to the lesser of the sale price or the appraised value of the property as determined by a third party MAI appraiser. Such appraisal must include both an “as is” restricted rent value and an “as is” market rent value (net of appraiser recommended repairs/rehab and dollar balance of replacement reserves) of the existing development with land value broken out separately.

<b>*Acquisition Cost</b>	<b>Maximum Development Fee</b>
As determined by MAI Appraisal	5%

**Acquisition and Rehabilitation**

\*Total rehabilitation cost is defined as reasonable hard & soft development costs excluding developer fees, development.

<b>*Total Acquisition and Rehabilitation Cost</b>	<b>Maximum Development Fee</b>
Less than 6 Million	14%
6-8 Million	12%
More than 8 Million	10%

**Faith-based Organizations**

Pursuant to 24 CFR Section 92.257, organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the HOME program. Organizations that are directly funded under the HOME program may not engage in inherently religious instruction, such as worship, religious instruction, or proselytize, as part of the assistance funded by HOME funds. If an organization conducts such activities, the activities must be offered separately, in time or location, from the assistance funded by HOME, and participation must be voluntary for the beneficiaries of the assistance.

HOME funds may not be used for the acquisition, construction, or rehabilitation of structures to the extent that those structures are used for inherently religious activities. HOME funds may be used for the acquisition, construction, or rehabilitation of structures only to the extent that those structures are used for conducting eligible activities. Where the structure is used for both eligible and inherently religious activities, HOME funds may not exceed the cost of those portions of cost that are attributable to eligible activities in with cost accounting requirements applicable to HOME funds.

**Eligible Projects**

HOME funds must be utilized to address the following housing needs

Activity	Maximum Income Level by Percent of Area Median Family Income (AMI)	HOME Funds
Homeowner	*80%	<ul style="list-style-type: none"> <li>• Direct Down Payment /Closing Cost Assistance to qualified homebuyer</li> </ul>
Homebuyer Properties	*80%	<ul style="list-style-type: none"> <li>• Acquisition and Rehabilitation</li> <li>• Acquisition</li> <li>• New Construction</li> </ul>
Rental	*60%	<ul style="list-style-type: none"> <li>• Acquisition</li> <li>• Acquisition and Rehabilitation</li> <li>• New Construction</li> </ul>

\*HOME Program Income Limits are listed in Exhibit “A.”

### **Supplemental Reservation of HOME Funds**

If made prior to the time of loan approval, a supplemental reservation of funds can be requested for changes in the scope of work to be completed in the project, or for inflationary cost increases that occurred between the time of filing the initial application and the time of loan approval. Once a HOME loan has been approved and construction contract signed, a supplemental reservation of HOME funds can only be requested for a change in the plans and/or specifications (materials, methods, and results) to be incorporated into the project, and for which any previously approved project contingency funds are inadequate. Once a reservation of HOME funds has been approved for a project, any increase in funds requested exceeding 5% of the reservation, must be addressed by the submission of a new application. If the project sponsor cannot successfully apply for a supplemental reservation of HOME funds, the project sponsor must provide the additional funding necessary for project implementation. If the project sponsor cannot provide those funds in the period of time specified by IHFA, the reservation of HOME funds will expire and the funds will be made available for reservation to other activities.

### **Community Housing Development Organizations (CHDOs)**

CHDOs are nonprofit organizations have met specific requirements as defined by the HOME regulations (Chapter 5). IHFA reserves a minimum 15% of its annual HOME allocation for investment in housing developed, sponsored, or owned by CHDOs. If the CHDO is involved in a project as an owner, it must have legal title or a valid contract of sale. If it owns the project in partnership, it must be the managing general partner. While acting in any of the capacities specified, the CHDO must have effective control of the development and/or management of the project.

### **Financing Terms**

The amount of funds available for a project may not exceed the amount necessary for its financial feasibility using lending criteria consistent with project development lending policies of the Idaho Housing and Finance Association. The HOME Program offers flexibility in the type of financial assistance offered to an applicant. The following forms of assistance are allowed under the HOME Program:

- Interest-bearing loans

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- Non-interest bearing loans
- Deferred loans (forgivable or repayable)

HOME project funds are not issued as a grant.

Federal limits have been established regarding the amount of HOME funds that can be used by any given project. The maximum HOME investment per unit varies by county/area, see Exhibit "B." The maximum HOME funds that any single project may receive may not exceed 15% of the annual HOME allocation of formula funds. The minimum HOME investment per unit is \$1,000.

### **HOME Consortia**

The HOME Regulations permit contiguous units of local government to create a consortium of governments for the purpose of meeting the threshold requirements for receiving a direct allocation of HOME funds. Funds awarded to HOME consortia typically are shared on a pro-rata basis by the participating governments. The formation of such consortia could reduce the overall amount of HOME funding IHFA awards to other agencies within the State of Idaho. Participation in a consortium could also cause the local jurisdiction to no longer be eligible to receive state HOME funds for affordable housing projects within its jurisdiction, thus severely limiting the amount of HOME funds that could be awarded within its borders. When asked to indicate its support of the formation of a HOME consortium, as required by the Regulations, Idaho Housing and Finance Association will respond according to how the formation of the consortium would affect the availability of HOME funds within the state as a whole and whether the formation of the consortium would have a detrimental effect on the administration of the state HOME Program.

### **Performance and Outcome Measurement Standards**

IHFA requires applicants to report Performance Management Standards or Outcome Measurements. The proposed outcome performance measurement system has three overarching objectives:

1. Creating Suitable Living Environments
2. Providing Decent Affordable Housing
3. Creating Economic Opportunities

At the time of the HOME application, applicants will be required to complete Exhibit "P." Outcome Measurements, this must be submitted at the time of application.

### **Management Capacity Threshold**

Sponsors/Applicants must submit a comprehensive Management Plan that includes a summary of all affordable housing experience by the proposed management agent. IHFA requires developments receiving HOME funds be managed by an agent and/or on-site manager who has received, or will receive, within 90 days, adequate, program-specific training from experts recognized within the industry. IHFA reserves the right to accept any alternate system of control and procedures that will provide a reasonable assurance relative to management capacity.

**Note: IHFA highly recommends the Occupancy Specialist training/certification for management staff of a HOME-assisted project.**

### HOME Application Scoring Worksheet

Applicants must be able to demonstrate the necessary capacity to complete their proposed project. The proposal must meet all of the HOME Programs minimum requirements for income targeting, rent levels and the period of affordability. The application must demonstrate a benefit to the community and prove to be cost effective. The proposal must also demonstrate that the use of HOME funds is necessary to provide low-income housing for the State of Idaho.

The review is based on a 200-point scale. A minimum score of 115 is required in order to pass the threshold review and be considered for funding. The application material will be scored based upon the latest and most complete information. While the financial information will be rated as a loan application would, some aspects of the rating will have assigned point values. Higher point values will strengthen an application. However, the entire financing package, including all commitments will be considered for the purposes of this section.

### HOME Multi-Family Rental Application Scoring Worksheet

Subject	Maximum Point Value	Applicant Score
<p><b>Income Targeting</b>            50% or more of the total units will serve persons at:</p> <ul style="list-style-type: none"> <li>➤ Less than 50% of median income (10 pts)</li> <li>➤ Less than 60% of median income (10 pts)</li> <li>➤ Less than 80% of median income (0 pts)</li> </ul> <p><b>AND</b>            5% of restricted units at 30% AMI income levels (31 pts)            10% of restricted units at 30% AMI income levels (25 pts)</p> <p><b>AND</b>            5% of restricted units at 40% AMI income levels (31 pts)            10% of restricted units at 40% AMI income levels (25 pts)</p> <p><b>AND</b>  <del>100% project-based Rental Assistance or Section 8 Vouchers – tenants pay 30% of their adjusted income (15 pts)</del>  <del>commit 51% or more of the units at the “HOME Affordable” low rent and would target household with income at the appropriate 30% AMI and 40% AMI thresholds normally required for full credit.</del></p> <p><b>NOTE:</b> 30% &amp; 40% units will not be counted twice</p>	<p>2920</p>	

Subject	Maximum Point Value	Applicant Score
<p><b>Neighborhood Impact</b></p> <p>Quality of the project design &amp; location:                      -structural quality &amp; landscape plan <b>in conjunction with type of proposed housing</b> (5 pts)                      -building design and floor plan (5 pts)                      -site plan and density (5 pts)</p>	15	
<p><b>Quality of Location/Environmental Suitability (Project meets acceptable levels)</b> (20 points)</p> <ol style="list-style-type: none"> <li>1. Noise</li> <li>2. Floodplain or Wetlands</li> <li>3. Endangered Species or Scenic Rivers &amp; Wildlife</li> <li>4. Hazardous Tanks &amp; <b>Underground Storage Tank</b></li> <li>5. Environmental Justice</li> <li>6. Land Quality – Soil Suitability, Slope, Erosion and Zoning</li> <li>7. Airport Clear Zone &amp; Accident Potential Zones</li> <li>8. Cost of Acquisition &amp; Site Development</li> <li>9. Toxic Chemicals</li> <li>10. Historical Properties</li> </ol>	20	
<p><b>Amenities:</b> _____ (<b>Possible ±2</b> points per area)</p> <p>-Community Facility                      -Extra Storage                      -On-site Laundry                          -Tot Lot/Play Area                      -Other _____                      _____                      _____</p>	<b>710</b>	
<p><b>Project Support:</b></p> <p><del>-Indication of n</del>Neighborhood <b>support documented by evidence of public meetings, survey, including comments and remarks from local residents (Documentation required)</b> (105 pts)</p> <p>-Local government support  <b>P</b>-project meets land use designation of comprehensive plan and meets all zoning requirements</p>	<b>30</b>  <b>±5</b>	

Subject	Maximum Point Value	Applicant Score
<p><del>(Documentation required)</del>  <del>(510 pts)</del>                      --eCommitment of financial support  <del>(Documentation required)</del>  <del>(10 pts) (5 pts)</del></p>		
<p><b>Rural Communities:</b></p> <p><b>Is consistent with Market Study analysis of housing needs and</b> <del>Project</del> <b>is located in an area with population of less than</b>  <del>20,000</del>                      -- (5 pts)</p> <p><b>15,000 (10 pts)</b>  <b>10,000 (15 pts)</b></p>	<p><b>515</b></p>	

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Subject	Maximum Point Value	Applicant Score
<p><b>Project Description</b> <del>Preservation of Affordable Housing Application demonstrates that the project will prevent the conversion of units to market rate and preserve a significant level of affordability.</del> <del>—————(20 pts)</del></p> <p style="text-align: center;"><del>—————OR</del></p> <p><b>1)</b> <b>Rental Rehabilitation-</b> The project will add to <b>or sustain</b> the stock of affordable housing through rehabilitation, <b>reconstruction</b>, or conversion of existing buildings. <b>(10 pts)</b></p> <p><b>2) Affordable Housing Preservation*-Proposed project is in foreclosure, an owner “opt-out”, or current owner has formally requested pre-payment from USDA-RD and the loss of this housing in the community would have an adverse or disproportionate impact on (2 out of 3 below):</b></p> <ul style="list-style-type: none"> <li>♦ Adequate supply of affordable housing (5 pts)</li> <li>♦ Minorities (5 pts)</li> <li>♦ Special Needs (5 pts)</li> </ul> <p><del>Project must be sponsored/owned/managed by a Non-profit</del> <b>3) —(20 pts) Neighborhood Revitalization- The project will improve a deteriorating area*</b> <b>(10 pts)</b></p> <p><i>* Market Study must support the need for this project in the community.</i></p>	2350	
<p><b>Period of Affordability</b></p> <p>-Indication of a commitment to extend the Period of Affordability beyond the Federal minimums <del>—————(5 pts)</del></p>	5	

Subject	Maximum Point Value	Applicant Score
<p><b>Affirmative Fair Housing Marketing Plan- Required (See Exhibit T)</b>  <b>(Must be written and include outreach methods) (10 Pts)</b></p>	<p><b>10</b></p>	
<p><b>Experience of Applicant/Developer/Management:</b></p> <ul style="list-style-type: none"> <li>♦ <b>Demonstrated experience in the operation and management of subsidized housing including Special Needs, if applicable to the project.* (5 pts)</b></li> <li>♦ <b>Quality of labor &amp; materials (3 pts)</b></li> <li>♦ <b>Completion within budget (3 pts)</b></li> <li>♦ <b>Completion within schedule (3 pts)</b></li> <li>♦ <b>Quantifiable experience in the development of affordable housing (5 pts)</b></li> </ul> <p><i>*A complete Management Plan with tenant eligibility criteria and selection plan is required.</i></p> <p><del>—5+ years experience— (4 pts)</del></p> <p><del>—Demonstrated quality of Performance</del></p> <p><del>—Quality of Labor &amp; Materials— (4 pts)</del></p> <p><del>—Completion within Budget— (4 pts)</del></p> <p><del>—Completion within Schedule— (4 pts)</del></p>	<p><b>1619</b></p>	
<p><b>Owner/Developer/ Sponsor is a current IHFA-certified CHDO (15 pts)</b></p> <p><b>Management Plan:</b></p> <p><del>—Complete management plan submitted including description of tenant selection &amp; eligibility criteria for HOME units— (10 pts)</del></p> <p><b>OR</b></p> <p><del>—Complete administrative plan (for home owner assistance programs)— (10 pts)</del></p>	<p><b>1510</b></p>	

Subject	Maximum Point Value	Applicant Score
<p><b>Leverage</b> Percent of HOME Funds in the Development of the Project (HOME Funds divided by Total Project Costs = % HOME Funds in Project)</p> <p>Up to 20% (15 pts) Over 20% - 40% <del>(5)</del> pts) Over 40% - 80% <del>(05)</del> pts)</p>	15	
<p><b>Match</b> The applicant has documented match commitments for the project totaling of the HOME funds.</p> <p><del>&lt;10%</del> <del>(0 points)</del> 10-15% (5 points) 16-20% (10 points) 21-25% (15 points) 26-35% (20 points) &gt; 35% (25 points)</p>	25	
<p><del>Project Cost Per Unit Costs</del></p> <p><b>Developer Fee</b></p> <p><b>Acquisition</b> ≤5% (3 pts) <b>Acquisition/Rehabilitation</b> ≤10% (3 pts) <b>New Construction</b> ≤10% (3 pts)</p> <p><b>Deferred Developer Fee for a period less than 5 years</b> (5 pts)</p> <p><del>(Benchmarks may be adjusted for high cost areas)</del> <del>-Total project cost meets cost benchmarks (15 pts)</del></p> <p><b>Development costs are reasonable when evaluated against Industry standards, other competing development projects, and past HOME projects</b> (10 pts)</p>	14 15 24	
<p><b>Energy Efficiency</b></p> <p><del>(Documented cost benefits to the long-term operation of the project:)</del></p>	102	

Subject	Maximum Point Value	Applicant Score
<p><u>New Construction:</u> Documentation provided detailing specifically how and to what extent the <b>project will exceed the Model Energy Code International Energy Conservation Code will be exceeded</b> for the "climate zone" in which the project will be developed. Provide estimated costs of the upgrades and estimated savings in utility costs in a typical year. (<del>210</del> pts)</p> <p style="text-align: center;"><b>OR</b></p> <p><u>Rehabilitation:</u> Documentation provided detailing specifically how and to what extent the energy efficiency of the existing structure and/or heating/cooling systems will be enhanced. Provide estimated costs of the upgrades and estimated saving in utility costs in a typical year. (102 pts)</p>		
<p><b>Supportive Services (for Special Needs projects)</b></p> <p>(See Exhibit "L")</p> <p>-The applicant commits to <b>the implementation of a resident self-sufficiency Supportive Service program that includes and submits a Self-Sufficiency Plan which includes Case Management</b> (To receive points, the applicant must submit documentation of <b>the</b> supportive services provided <b>at similar projects</b> within the <b>State</b> during the last twelve (<del>12</del>) months, including statements <b>from</b> those who provided the supportive services, reflecting the scope and amount of services provided).-</p> <p style="text-align: right;">(104 pts)</p> <p><b>-The applicant commits to providing a resident Self-Sufficiency program consistent the needs of the tenant population Demonstrates prior experience in implementing a self-sufficiency program (must provide documentation of similar prior/current programs)</b></p> <p style="text-align: right;"><b>-Bonus (105 pts)</b></p>	<p><del>2040</del></p>	

TOTAL POINTS POSSIBLE: 391200

**HOME Single-Family Application Scoring Worksheet**

<b>Subject</b>	<b>Maximum Point Value</b>	<b>Applicant Score</b>	<b>Comments</b>
<p><b>Income Targeting</b>                      50% or more of the total units will serve persons at:</p> <ul style="list-style-type: none"> <li>➤ Less than 50% of median income (20 pts)</li> <li>➤ Less than 60% of median income (15 pts)</li> <li>➤ Less than 80% of median income (10 pts)</li> </ul>	20		
<p><b>Neighborhood Impact</b>                      Quality of the project design &amp; location:</p> <ul style="list-style-type: none"> <li>-landscape plan (5 pts)</li> <li>-building design and floor plan (5 pts)</li> <li>-amenities (5pts)</li> </ul>	15		
<p><b>Quality of Location/Environmental Suitability (20 points)</b></p> <ul style="list-style-type: none"> <li>11. Noise</li> <li>12. Floodplain or Wetlands</li> <li>13. Endangered Species or Scenic Rivers &amp; Wildlife</li> <li>14. Hazardous Tanks &amp; UST</li> <li>15. Environmental Justice</li> <li>16. Land Quality – Soil Suitability, Slope, Erosion and Zoning</li> <li>17. Airport Clear Zone &amp; Accident Potential Zones</li> <li>18. Cost of Acquisition &amp; Site Development</li> <li>19. Toxic Chemicals</li> <li>20. Historical Properties</li> </ul>	20		
<p><b>Bonus Features:</b></p> <ul style="list-style-type: none"> <li>-Fully accessible units (7 pts)</li> <li>-Adaptable units (5 pts)</li> </ul>	7		
<p><b>Project Support</b></p> <ul style="list-style-type: none"> <li>-Indication of neighborhood support (5 pts)</li> <li>-Local government support</li> <li>-commitment of financial support (10 pts)</li> </ul>	15		
<p><b>Rural Communities:</b>                      Project is located in an area with population of less than 10,000</p>	5		

Subject	Maximum Point Value	Applicant Score	Comments
<b>Rehabilitation</b> The project will add to the stock of affordable housing through rehabilitation or conversion of existing buildings. (10 pts)	20		
<b>Homebuyer Activity</b> The project will help to improve deteriorating areas—area (10 pts)			
<b>Experience of Developer:</b> - 5+ years experience (4 pts)  - Demonstrated quality of Performance Quality of Labor & Materials (4 pts) Completion within Budget (4 pts) Completion within Schedule (4 pts)	16		
<b>Experience Management:</b> -5+ years experience (5 pts) -Complete marketing plan submitted including description of eligibility criteria and selection process for HOME units (5 pts) -Written outreach plan—plan (5 pts) -5+ years experience (5 pts)			
<b>Leverage</b> Percent of HOME Funds in the Development of the Project (HOME Funds divided by Total Project Costs = % HOME Funds in Project)  Up to 20% (15 pts) Over 20% - 40% (10 pts) Over 40% - 80% (5 pts)	15		

<b>Subject</b>	<b>Maximum Point Value</b>	<b>Applicant Score</b>	<b>Comments</b>
<p><b>Match</b>                      The applicant has documented match commitments for the project totaling of the HOME funds.</p> <p>25-30% (10 points)                      30-35% (15 points)                      &gt;35% (20 points)</p>	20		
<p><b>Cost Per Unit</b>                      (Benchmarks may be adjusted for high cost areas)</p> <p>-Total project cost meets cost benchmarks (15 pts)</p>	15		
<p><b>Energy Efficiency</b>                      (Documented cost benefits to the long term operation of the project)</p> <p><u>New Construction:</u>                      Documentation provided detailing specifically how and to what extent the Model Energy Code will be exceeded for the "climate zone" in which the project will be developed. Provide estimated costs of the upgrades and estimated savings in utility costs in a typical year. (2 pts)</p> <p style="text-align: center;"><b>OR</b></p> <p><u>Rehabilitation:</u>                      Documentation provided detailing specifically how and to what extent the energy efficiency of the existing structure and/or heating/cooling systems will be enhanced. Provide estimated costs of the upgrades and estimated saving in utility costs in a typical year. (2 pts)</p>	2		

Subject	Maximum Point Value	Applicant Score	Comments
<p><b>Supportive Services (for Special Needs)</b> (See Exhibit L)</p> <p>-The applicant commits to implementing a resident <del>s</del>Self-<del>S</del>ufficiency program and submits</p> <p style="text-align: center;">-a</p> <p>Self-Sufficiency Plan which includes case management. <i>To receive points, the applicant must submit documentation of all supportive services provided at like projects within the State during the last twelve (12) months, including statements for those who provided the supportive services reflecting the scope and amount of services provided.</i> (10 pts)</p> <p>-Demonstrates prior experience in implementing a self sufficiency</p> <p>-program <b>consistent with the needs of the tenant population.</b></p> <p>— (5 pts) <span style="float: right;"><b>Bonus</b></span></p>	10	0	

TOTAL POINTS POSSIBLE: 200