



SNOHOMISH COUNTY

HUMAN SERVICES DEPARTMENT

OFFICE OF HOUSING AND COMMUNITY DEVELOPMENT (OHCD)

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

FIRST-TIME HOMEBUYER PURCHASE ASSISTANCE PROJECTS

Application Overview and Instructions

Program Year 2020

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APPLICATION INSTRUCTIONS

This application provides information and instructions for organizations interested in applying for CDBG funds to provide purchase assistance to low- and moderate-income (LMI) first-time homebuyers. Snohomish County OHCD is using the 2019 Combined Funders Homeownership Application (CFA), which is accepted by the Washington State Department of Commerce, Washington Housing Finance Commission, King County, City of Seattle, and ARCH.

Please be aware that the CFA for homeownership is used for both homebuyer purchase assistance and homeownership development projects and some questions may not be applicable. Organizations applying for homeownership development projects must apply for Home Investment Partnership Program (HOME) funds. HOME funding for homebuyer development projects is not included in this NOFA.

In addition to the CFA and forms, applicants must also complete the **Snohomish County First-time Homebuyer Purchase Assistance Addendum, which includes supplemental questions, a Project Application Checklist, and the Organizational Document Certification Form.** The supplemental questions request additional attachments and/or clarifications for Tab 2 of the CFA.

Required attachments should be placed in the appropriate Tab behind the Combined Funders Homeownership Application Attachments with a colored separator sheet labeled with the name of the attachment.

First-time Homebuyer Purchase Assistance application materials include the following:

1. Combined Funders Homeownership Application - (Word document)
2. Combined Funders Homeownership Workbook Forms – (Excel document)
3. Snohomish County 2020 First-Time Homebuyer Application Addendum

Prior to beginning work on this application, please carefully review the CDBG Housing Application Overview, this introduction and overview, and follow the instructions and format for the Combined Funders Homeownership Application and the Snohomish County First-Time Homebuyer Purchase Assistance Application Addendum.

OVERVIEW OF CDBG PROGRAM REQUIREMENTS

Program Description

This application provides information and instructions for organizations interested in applying for Community Development Block Grant (CDBG) funds to provide purchase assistance to low- and moderate-income (LMI) first-time homebuyers.

Eligible Applicants

The following types of organizations are eligible to apply for CDBG funding:

- Non-profit organizations
- Housing Authorities

- Local Governments
- Other public agencies
- For-profit entities

Eligible Activities

The eligible activity for this application is direct purchase assistance to LMI first-time homebuyers.

Eligible Costs

Direct purchase assistance may include costs associated with acquiring existing or newly constructed single family homes, providing subsidized interest rates and mortgage principal amounts, providing low- or no-interest subordinated loans, paying up to 50% of the required down payment, or paying reasonable closing costs.

Location of Projects

Projects assisted with Snohomish County CDBG funds must meet all zoning requirements of the jurisdiction in which the project is located. Typically, projects must be located in Snohomish County or in an incorporated city within the County, except for Everett, Marysville, and the King County area of Bothell.

Faith Based Activities

Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the CDBG program. Organizations may not engage in inherently religious activities, such as worship or religious instruction, or proselytization, as a part of the programs or services funded with CDBG funds. If the organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with CDBG funds, and participation must be voluntary for the beneficiaries of the CDBG-funded programs or services. Faith-based organizations may use space in their facilities to provide CDBG-funded services without removing religious art, icons, scripture, or other religious symbols.

An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. A religious organization's exemption from the federal prohibition on employment discrimination on the basis of religion, set forth in Section 702 (a) of the Civil Rights Act of 1964 is not forfeited when the organization participates in the CDBG program. Notwithstanding the foregoing, non-discrimination requirements imposed by statute on all CDBG grants shall apply to religious and faith-based organizations.

CDBG National Objective/Project Eligibility

Projects that receive CDBG funds for first-time homebuyer purchase assistance must meet the National Objective of benefit to low- and moderate-income persons under LMI housing. Each household assisted must be at or below 80% of the area median income (AMI) and the assisted home must be the household's principal residence.

Homeownership is typically thought to be affordable when homeowners pay 28% to 35% of their monthly income for mortgage principal, mortgage interest, taxes, and insurance (PITI). To determine if a person is LMI, organizations must calculate household income using the IRS 1040 form as the method for determining income eligibility for households to be assisted.

Benefit to Low- and Moderate-Income

Low- and moderate-income is defined as having an income equal to or less than eighty percent 80% of the area median income, adjusted for household size. The specific household income limits are based on U.S. Census Bureau estimates, which are updated and issued by the

Department of Housing and Urban Development (HUD) annually. The current limits by household size are below.

HUD 2019 Income Limits - Effective June 28, 2019

Persons in Household	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
Lower Income (80% of median)	61,800	70,600	79,450	88,250	95,350	102,400	109,450	116,500
Very Low Income (50% of median)	38,750	44,300	49,850	55,350	59,800	64,250	68,650	73,100
Extremely Low Income (30% of median)	23,250	26,600	28,900	33,200	35,900	38,550	41,200	43,850

Definition of First-Time Homebuyer

The CDBG program uses the first-time homebuyer definition under 24 CFR 92.2 for our CDBG first time homebuyer program. A first-time homebuyer is defined by HUD as an individual and his or her spouse who have not owned a home during the three-year period prior to purchase of a home with CDBG assistance, and includes an individual who is a “displaced homemaker” or a “single parent” as defined by 24 CFR § 92.2. A displaced homemaker is defined as an adult who has not worked full-time in the labor force for a number of years but has instead cared for the home and family and who is unemployed or underemployed and experiencing difficulty in obtaining or upgrading employment. A single parent is defined as an individual who is unmarried or legally separated from a spouse; and has one or more minor children in his or her custody (including joint custody) or is pregnant.

Snohomish County Consortium 2015 – 2019 Consolidated Plan

The following are the Snohomish County Urban County Consortium 2015 - 2019 Consolidated Plan goal and outcome indicators for homeownership:

Goal: First-Time Homebuyer Purchase Assistance

Goal Description: In order to increase homeownership by low- and moderate-income households, provide financing assistance for, and develop housing units for purchase by, first-time homebuyers with incomes at or below 80% of the area median income through purchase or downpayment assistance programs, self-help construction programs, and manufactured housing.

Goal Outcome Indicators: Units developed: 5 Units
Direct Financial Assistance: 36 Households Assisted

Please Note: The 2020 - 2024 Consolidated Plan is currently being developed, but will not be complete prior to the application due date. Applications in this NOFA must be consistent with the 2015-2019 Consolidated Plan. Projects selected for funding must also be consistent with the 2020-2024 Consolidated Plan.

Collection of Low- and Moderate-income Data

The organization will be required to collect the following data to comply with the CDBG reporting requirements:

- Number of first-time homebuyers receiving assistance
- Number of first-time homebuyers receiving housing counseling

- Number of first-time homebuyers receiving down-payment assistance/closing costs
- Demographics and income levels of households receiving assistance

Quarterly Reports

A report documenting compliance with federal regulations, low- and moderate-income household information, outcomes reporting and project status will be required on a quarterly basis.

FEDERAL REGULATORY REQUIREMENTS
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The use of CDBG funds for eligible activities requires applicants to comply with specific funding regulations. The following are some, but not all, of the federal requirements that may apply to a project:

Acquisition, Relocation and Displacement

Federally assisted projects are subject to the Uniform Relocation and Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) (42 B.S.C. 4601-4655), and the government wide implementing regulations issued by the Federal Highway Administration at 49 CFR Part 24.

Acquisition of real property, displacement and relocation resulting from the acquisition, rehabilitation, or demolition of real property for a federally-assisted project are subject to the URA requirements. Where possible, projects must be designed to prevent or minimize displacement of tenants. Because federal funds administered by the County are made available as part of this application, any temporary or permanent displacement of tenants must be handled in accordance with all applicable provisions that cover relocation and acquisition.

First Time Homebuyer Purchase Assistance projects must be in compliance with the Homebuyer Down Payment Assistance Program “URA-Policy 2011 #2”. The policy is available upon request.

Questions about acquisition and relocation requirements may be directed to the Relocation Specialist, Debra May, at 425-388-3264 or Debra.may@snoco.org.

Environmental Review

Pursuant to 24 CFR § 58.4, the County retains environmental responsibility for purposes of fulfilling requirements of the National Environmental Policy Act for each activity carried out with CDBG funds. The County may require the organization to furnish data, information and assistance for the County’s review and assessment.

ONCE AN APPLICATION HAS BEEN SUBMITTED TO OHCD FOR FUNDING, NO CHOICE LIMITING ACTION (CONTRACT EXECUTION, ACQUISITION, PROCUREMENT, DEMOLITION, CONSTRUCTION, ETC.) OF ANY KIND CAN TAKE PLACE. IF SITE CONTROL IS NOT OBTAINED PRIOR TO APPLICATION SUBMISSION, ONLY AN OPTION TO PURCHASE IS ALLOWED (NOT A PURCHASE & SALE AGREEMENT). IF THE PROJECT IS FUNDED, AND A CHOICE LIMITING ACTION HAS OCCURRED AFTER THE DATE OF APPLICATION, BUT BEFORE ENVIRONMENTAL CLEARANCE HAS BEEN RECEIVED, THE PROJECT MAY NOT BE ELIGIBLE FOR FUNDING ACCORDING TO 24 CFR 58.22.

The Department of Housing and Urban Development (HUD) requires Snohomish County to assume full responsibility for environmental assessment and decision-making under the National Environmental Policy Act (NEPA), Related Federal laws and Authorities, and the implementing federal regulations. Some projects may be determined to be exempt from some or all of these regulations. Each project will be reviewed by OHCD staff to determine the level of compliance

required. Please note: Environmental review of a project cannot begin until the project has been approved for funding (usually by mid-May).

Environmental review of a project must consider the cumulative impact of a project. Cumulative impact is defined as: “The impact on the environment which results from the incremental impact of the action when added to other past, present, and reasonably foreseeable future actions regardless of what agency (federal or non-federal) or person is undertaking such other actions.” Both direct and indirect effects are reviewed.

The County cannot execute an award of funds to any project or program before environmental review and clearance are complete. Commitment to a project or program before clearance could disqualify the proposal from funding consideration if there prove to be environmental issues which delay or prevent clearance.

For more information on the environmental review process, please contact the Environmental Specialist, Dee White at 425-388-3260 or dee.white@snoco.org.

Equal Opportunity

Organizations must comply with federal, state, and local laws that prohibit discrimination on the grounds of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, and parental status.

Americans with Disabilities Act (ADA)

Federal, state, and local laws prohibit discrimination based on disability.

Conflict of Interest

Entities must comply with applicable federal, state, and/or local limitations regarding who can benefit from contracts.

FUNDING CRITERIA

Threshold Review and Evaluation Criteria

The following document is the Threshold Review and Evaluation Criteria. The Threshold Review will be completed by OHCD staff and included in the materials given to the Technical Advisory Committee (TAC). The TAC members will rate each project based on the evaluation criteria. Applications for First-time Homebuyer Purchase Assistance funds can receive a maximum of 120 points. Projects will be rated on a scale of 0 to 5 (5 meeting all of the criteria; 3 partially meeting the criteria; 1 meeting very little of the criteria and 0 meeting none of the criteria). Details of the criteria expectations can be found throughout the application. Please note that this “Threshold Review and Evaluation Criteria” is not an application submittal and it does not need to be completed by the applicant.

SNOHOMISH COUNTY THRESHOLD AND EVALUATION CRITERIA

PY2020 NOFA HOUSING APPLICATION

PROJECT: _____

PROJECT SPONSOR: _____

Applications must be consistent with the Snohomish County Housing and Community Development Consolidated Plan and comply with the CDBG regulations. **No additional materials can be accepted after 4 pm on Tuesday October 12, 2019.**

Threshold and Evaluation Criteria Review will be completed by OHCD staff and included in the material given to the Technical Advisory Committee (TAC).

Threshold Criteria

<u>Criteria:</u>	Yes	No
A. Eligibility under the CDBG program regulations (24 CFR 570.201)	<input type="checkbox"/>	<input type="checkbox"/>
B. Consistency with Snohomish County Consortium 2015 – 2019 Consolidated Plan	<input type="checkbox"/>	<input type="checkbox"/>
C. If projects serves homeless persons, project is consistent with a goal in the Snohomish County 10-Year Plan to End Homelessness or the Homeless Policy Task Force Action Plan	<input type="checkbox"/>	<input type="checkbox"/>
D. Board/Council endorsement for submitting application and signature of appropriate department head (Signed board resolution may be produced post application deadline, if Board/Council endorsement is in process for approval, but must be obtained no later than the date in which the Technical Advisory Committee reviews, rates and ranks the application/project.)	<input type="checkbox"/>	<input type="checkbox"/>
E. Application is complete and submitted on time.	<input type="checkbox"/>	<input type="checkbox"/>
Application Meets Threshold Criteria:	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

If Yes, Proceed to Evaluation Below.

EVALUATION CRITERIA

Applications are reviewed and evaluated based on written information and attachments provided by the applicant

Total points for all types of applications include bonus points, plus points assigned. There are five criteria sections. Criteria in sections 1- 5 will be rated on a scale of 0 to 5 as outlined below.

1. **COMMUNITY NEED AND BENEFIT** - Apply 0 to 5 points taking into consideration the items listed below.

a) **Needs Assessment (Weighted 3x)**

POINTS: _____

The project is designed to serve those households where there is a demonstrated need locally and/or addresses underserved populations identified in the Consolidated Plan, 10 Year Plan to End Homelessness, Comprehensive Plan/Housing Element, and other relevant plans; provides sufficient documentation to establish the need and the lack of viable options for the proposed population; targets priority underserved populations.

- 0= Provided no documentation of the acuteness of the need
- 1= Little documentation provided of the acuteness of the need
- 3= Provided some statistical data or recognized study documenting the acuteness of need and benefit
- 5= Provided clear and detailed description of needs supported by detailed and referenced current statistics, that the project addresses unmet local needs or Consolidated Plan targets, or other relevant plans, and effectively identifies the lack of sufficient alternatives for this population

b) **Project Scope (Weighted 3x)**

POINTS: _____

The project is structured to adequately and appropriately address the unmet need identified for the target population. Documentation is provided demonstrating that the project's scope will not exceed or overfill the existing gap/need in community and provides options otherwise not available.

- 0= Project impact on existing gap/need in community not addressed
- 1= Mentioned that there was a gap/need but did not provide any evidence of the scope to which this project will fill it
- 3= Mentioned that there was a gap/need in the community and some statistics but reviewer had to infer that the project would not exceed it
- 5= Provided clear and detailed description of gap/need in the community as well as a detailed description with statistics, and a well-developed approach to how this project will effectively address this need

Total Points: Community Need and Benefit _____
(Max = 30)

2. **PROJECT SOUNDNESS** - Apply 0 to 5 points taking into consideration the items listed below.

a) **Design and Scope of Work**

POINTS: _____

Project/program design and scope of work are thorough, consistent and feasible and respond to a locally identified housing need, with project design and management or services, if applicable, appropriate to the proposed target population.

- 0= Scope of work/project design is not feasible or clearly/fully developed; project does not respond to a documented local housing need
- 1= Scope of work/project design not fully identified or not appropriate for proposed population, or; project partially responds to a documented local housing need
- 3= Scope of work is feasible as presented; project partially responds to a documented local housing need OR project responds to a local need for which only partial evidence is presented
- 5= Scope of work/project design is well developed, thorough and appropriate for the intended population; project fully responds to a documented local housing need; evidence and data of need are clearly presented

b) *Design and Location*

POINTS: _____

The site, structure, location and program design are appropriate for the proposed residents.

- 0= One or more of the following are not appropriate for the proposed residents: site, structure, location or program design OR did not mention characteristics of proposed residents
- 1= Presented vague description of proposed residents making it difficult to ascertain if the site, structure, location and/or program design would best meet their needs
- 3= Provided partial description of residents; site, structure, location and program design appear to meet needs of proposed residents (based upon the description given) but only partial evidence of such was provided
- 5= Detailed description of program, site, structure and location all of which are appropriate for proposed residents; description of plans and timeline to achieve full occupancy.

c) *Target Population and Service Availability*

POINTS: _____

Where applicable to target population and project type, provide description of the level of support services available and necessary given the nature of the proposed project. Clear identification of service plans, budgets, and the sustainability of services, as applicable.

- 0= Target population and service needs not identified
- 1= Identified target population, unclear as to adequacy of the support services
- 3= Provided partial description of support services available; limited evidence that services would be accessible by clients; lacks identification of a sustainable service plan funding strategy
- 5= Detailed description of target population, supportive services as may be necessary; realistic plan and budget to sustain needed supportive services; clear evidence provided about how clients would access these services OR if supportive services not necessary, sufficient description of how residents would benefit from living in the project

d) Consistency with Community Development

POINTS: _____

Project is consistent with Ten-Year Plan to End Homelessness, Comprehensive Plan/Housing Element, local community development plans, and other relevant plans as identified in the Application instructions.

- 0= No evidence of the project being consistent with the above described planning activities
- 1= Identifies other development and/or capital improvements plans that were taking place in the community but did not specify how the project addresses the plans described above
- 3= Provided some description of how the project addresses the above described plans or other related capital improvements occurring in the community; evidence that proposed project is consistent with some of the above described plans, project is in a category that is at or near the target goals.
- 5= Clear evidence provided that the proposed project is consistent with the above mentioned policies and plans. Identifies how the project meets target goals in the plans. Detailed description of other development and/or capital improvements occurring in the community

POINTS: _____

Total Points: Project Soundness _____ (Max = 20)
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3. FINANCIAL FEASIBILITY - Apply 0 to 5 points taking into consideration the items listed below:

a) Budget

POINTS: _____

The program budgets are thorough and financially viable. Proposed developer and/or administrative fees are reasonable. Budget forms are consistent, accurate, and thorough.

- 0= No support or justification for project budget estimates; developer and/or administrative fees are unreasonable; budget forms are not included in application or are inconsistent and inaccurate
- 1= Budget estimates and costs are not reasonable and justified OR developer and administrative fees are unreasonable OR budget forms are inconsistent and inaccurate
- 3= Proposed budget estimates and costs appear reasonable; some justification and support for budget estimates were provided; budget forms are consistent, accurate and thorough OR the financial structure of the project or program may not be well developed or realistic
- 5= Detailed support and justification for budget estimates was provided; proposed estimates and costs are reasonable; developer and administrative fees are reasonable; AND all forms are consistent, accurate and thorough and the financial structure of the project or program is realistic and well developed

b) Consistency with Affordability Requirements

POINTS: _____

The proposed rents necessary to meet project operating, maintenance expenses and debt service payments, are sufficient to meet debt service requirements/underwriting debt coverage ratios of the projected financing and are consistent with affordability

requirements. For Homeownership Assistance programs, there is demonstrated capacity to serve and document income eligibility for program participants.

- 0= No information provided to demonstrate affordability requirements or income eligibility documentation are met
- 1= Projected rents do not demonstrate the ability to maintain required affordability levels and cover all necessary project operating costs. For Homeownership Assistance programs does not demonstrate or little experience with income eligibility documentation
- 3= Some evidence provided demonstrating that required affordability levels can be maintained for a significant period, but may need to be restructured in the future to maintain viability. For Homeownership Assistance some experience with income eligibility documentation
- 5= Clear evidence provided that the project financial structure and projections demonstrate that the project will be sustainably operated with future rent levels that are consistent with all affordability requirements. For Homeownership Assistance programs clear evidence and prior experience with income eligibility documentation

c) Leverage

POINTS: _____

The project includes a realistic financing mix and leverages other non-County allocated financing sources to secure needed project financing, promoting the effective use of scarce County resources.

- 0= Proposed financing mix not fully identified or is not attainable
- 1= Proposed financing mix identified but has questionable assumptions as to sources, eligibility or timing
- 3= Proposed financing mix is feasible, but has not included other potential funding sources that could reduce the size of the request to the County, or there may be some questions about some financing sources
- 5= Proposed financing mix is well structured and realistic, with a realistic funding request amount to the County, and maximizes other potential funding sources to the greatest extent possible. Documentation of conditional and committed funds as evidence of funder commitment to the project

d) Documentation of Funds

POINTS: _____

- 0= No evidence provided of any conditional or committed funds
- 1= Mentioned that there were conditional funds but did not specify what these were, some initial funding committed
- 3= Provided detailed listing of all other funding sources with realistic funding plans, and have some public funding commitments
- 5= Provided clear and realistic funding plan for all required funding sources, and have commitments or submitted concurrent public funder applications sufficient to secure 100% of the public funding required, with the assumption that the project is funded by the County and concurrently by the other public funders

Total Points: Financial Feasibility _____ (Max = 20)
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4. READINESS TO PROCEED - Apply 0 to 5 points taking into consideration the items listed below.

a) Fund Expenditure (Weighted 3x)

POINTS: _____

Applicant demonstrates the ability to realistically schedule and expend funds in a timely manner.

- 0= Proposed schedule for activities and expenditure of funds not provided or incomplete
- 1= Proposed schedule for activities and expenditure of funds not realistic
- 3= Reasonable proposed schedule for activities and expenditure of funds provided
- 5= Provided a full detailed and realistic description of the draw down expectation, and provided a plan and schedule by funding source, as well as having a demonstrated history for drawing down funds successfully over the past two years

b) Marketing Plan (Weighted 2x)

POINTS: _____

Applicant has a marketing plan that, when implemented, will assist in reaching the target population for the program, including affirmative marketing provisions.

- 0= Marketing plan or of client recruitment not provided
- 1= Identified the target populations to be recruited, but provided no information on how this will happen
- 3= Identified general marketing efforts, but lacked details for affirmative marketing or reaching specific targeted populations
- 5= Provided detailed description of the client recruitment plan/marketing and affirmative marketing plan with realistic timelines for recruitment activities

POINTS: _____

Total Points: Readiness to Proceed _____ (Max = 25)

5. ORGANIZATIONAL CAPACITY - Apply 0 to 5 points taking into consideration the items listed below:

a) Staffing Capacity

POINTS: _____

Applicant demonstrates that it has adequate staffing with relevant experience to successfully complete and sustain the project or program, given its complexity.

- 0= No qualified and experienced staff identified
- 1= Not clear if there is sufficient experienced staff to complete and sustain the project or program
- 3= Some qualified and experienced staff identified; but appear to lack extensive or applicable experience
- 5= Clear identification of sufficient and qualified, experienced staff necessary to complete and sustain the project or program.

b) History of Project Management

POINTS: _____

Applicant demonstrates the ability to successfully implement, manage and sustain the project, given its complexity, and comply with all funding requirements in a timely manner, and within budget. Applicant has identified the capacity to comply with labor standards, Section 3, acquisition and relocation requirements, among others, as applicable.

- 0= No identification of previous project management experience
- 1= Insufficient project management experience with projects of this complexity identified
- 3= Some project management experience identified; may lack extensive experience or relevant experience for projects of this complexity
- 5= Provided clear and complete evidence of successful project management of projects of similar complexity, with all relevant details included (e.g., timelines, budget adherence, funding requirements, deliverables)

c) Financial Management Capacity

POINTS: _____

Applicant has identified the ability and experience to develop realistic project/program budgets and successfully manage budgets. Applicant has appropriate financial management capacity as indicated by audited financial statements and agency budget. Any audit findings have been resolved prior to submission of application.

- 0= Financial management capacity not identified; agency budget and financial statements not provided
- 1= Did not clearly identify sufficient financial management capacity
- 3= Some financial management capacity identified; may lack identification in all relevant areas of financial management
- 5= Provided clear and complete evidence of financial management capacity; all necessary audited financial statements and agency budget provided; ability to develop realistic project budgets and operating proformas, as applicable, or program budgets, and manage project costs; completed projects operating successfully

d) Data Collection and Outcomes Reporting

POINTS: _____

Applicant demonstrates that it has the capacity and data collection resources to comply with Federal and local performance outcomes reporting requirements.

- Data Collection - HMIS Mandated Projects and/ or (as applicable) WBARS, Annual reports, or data collection	
0 = Did not mention data entry into HMIS	0 = No identified experience providing Combined Funders or other annual reports, audits, WBARS, local/federal outcomes, etc.
1 = Mentioned that data would be entered into HMIS but did not describe what or how	1 = Identified some capacity for data collection and outcomes reporting but did not specify how this would be done; lacks experience with required annual reporting, WBARS, audits
3 = Mentioned the data elements that would be entered into HMIS but did not provide how or when this would be done or who would do this	3 = Identified the federal and local performance outcomes that needed to be reported but did not provide a plan for the collection of data for these. Experience providing annual reports, WBARS, audits, but has issues with compliance or corrective actions.
5 = Provided a clear description of the data elements that would be entered into HMIS AND how and when this would be done AND who would be responsible for data entry	5 = Provided clear and complete description of all federal and local outcomes reporting requirements as well as a description of the data collection tools and procedures that would be utilized to gather the evidence needed for reporting on these outcomes. Provides timely annual reports, audits, WBARS and is responsive to corrective actions.

e) Capacity for Operation and Maintenance of Project/Program POINTS: _____

The Management Plan or Program Manual assures responsible operation and maintenance of the project or program, responsive to the intended target population, and proactive asset management, as may be applicable.

- 0= No mention of ongoing operation and maintenance of the project/program
- 1= Some identification of the need for ongoing operation and maintenance of the project/program but did not specify how this would be done
- 3= Identified a plan for the ongoing operation and maintenance of the project/program
- 5= Provided clear and complete plan including timelines and budgets necessary for the ongoing successful operation and maintenance of the project/program AND provided evidence of the agency's ability to operate and maintain similar projects/programs in the past

Total Points: Organizational Capacity _____ (Max = 25 Homeownership)
TOTAL POINTS _____ (Max = 120 Homeownership)