

Kentucky Housing Corporation

HOME Tenant-Based Rental Assistance (TBRA)

2021 Competitive Application Scoresheet

Applicant Organization: _____

Activities Requested: Rental Assistance Security Deposit Assistance Utility Deposit Assistance

Section	Points Possible	Points Received
1. Project Need	15	
2. Ready to Proceed	36	
3. Rental Assistance, if applicable	56	
4. Security Assistance, if applicable	10	
5. Utility Deposit Assistance, if applicable	10	
6. Project Design	27	
7. Capacity*	15	
Total Points	169	

Application Attachment Checklist

_____ Cost Summary

_____ Agency Administration Plan

_____ Application Fee received no later than Monday, April 26, 2021.

SECTION 1 — PROJECT NEED — 15 MAX POINTS

Points Awarded: _____

The question numbers in parentheses correspond to the questions in the application in each section.

1. Applicant justified the need for the TBRA program in their area (included supporting data, number of families on their waiting list, etc). (App. Section 1, Q1)

- 5 pts Applicant justified the need
- 3 pts Somewhat justified the need
- 0 pts Did not justify the need

2. If Applicant is only requesting to offer a “deposit only program”, did applicant explain how their agency will ensure households can pay rent when their HOME TBRA rental assistance ends? (App. Section 1, Q2)

- 0 pts Applicant described – **OR** - Not offering a “deposit only program”
- 3 pts Somewhat described
- 5pts Did not describe

3. Applicant described the barriers that prevent households from acquiring affordable housing in their community (included employment/unemployment, public transportation issues, poverty info, etc.). (App. Section 1, Q3)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

4. Applicant provided the data on the number of households in the service area and the number that are eligible for the TBRA program. (App. Section 1, Q4)

- 5 pts Applicant provided data and number that are eligible
- 3 pts Somewhat provided data and number eligible
- 0 pts Did not provide data or number that are eligible

SECTION 2 — READY TO PROCEED — 36 MAX POINTS

Points Awarded: _____

1. Applicant described plan for client outreach and referrals, including referral agencies (How do families learn about the program? Did they identify referral agencies?). (App. Section 2, Q1)

- 5 pts Applicant described plan and included referral agency information
- 3 pts Somewhat described plan and referral agency information
- 0 pts Did not describe plan and did not include referral agency information

2. There are an adequate number of housing units in the service area that meet HQS. (App. Section 2, Q2)

- 3 pts Yes
- 0 pts No

3. The applicant described how they will determine that there are enough units to meet HQS. (App. Section 2, Q3)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

4. Applicant described how they will ensure that there will be enough landlords participating in the program and described landlord outreach plan. (App. Section 2, Q4)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

5. Applicant described how their procedures for maintaining their waiting list are in conformance with the fair housing requirements regarding: (App. Section 2, Q5)

a) How households will be added and removed:

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

b) In the order clients will be served:

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

c) How often their waiting list will be updated:

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

d) If applicant is proposing a “deposit only program”, applicant described how their program will ensure that the rents charged to the households are reasonable and affordable:

- 0 pts Applicant described -OR – Not offering a “deposit only program”
- 3 pts Somewhat described

-5 pts Did not describe

6. Applicant has identified households that are income-eligible. (App. Section 2, Q6)

3 pts Households are identified

0 pts Households are not identified

SECTION 3 — RENTAL ASSISTANCE — 56 MAX POINTS

Points Awarded: _____

1. Applicant described intake process/staffing. (App. Section 3, Q1)

5 pts Applicant described

3 pts Somewhat described

0 pts Did not describe

2. Is intake process appropriate? (Is applicant favoring or excluding a particular group?) (App. Section 3, Q1)

5 pts Applicant described

3 pts Somewhat described

0 pts Did not describe

3. Applicant described the briefing process. (App. Section 3, Q2)

5 pts Applicant described

3 pts Somewhat described

0 pts Did not describe

4. Applicant described if adequate assistance will be provided to households in their housing search (Are any services provided, for example transportation). (App. Section 3, Q3)

5 pts Applicant described

3 pts Somewhat described

0 pts Did not describe

5. Applicant described who will perform HQS inspections and their experience. (App. Section 3, Q4)

5 pts Applicant described

3 pts Somewhat described

0 pts Did not describe

6. Applicant described the staff and their experience of who will examine the landlord's proposed lease. (App. Section 3, Q5)

5 pts Applicant described

3 pts Somewhat described

0 pts Did not describe

7. Applicant described the process that staff will use to review leases. (App. Section 3, Q6)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

8. Applicant described the staff and their experience who will verify income initially and at recertification. (App. Section 3, Q7)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

9. Does the applicant have the capital available to provide security deposit/rental payments on a reimbursement basis as required? (App. Section 3, Q8)

- 3 pts Yes
- 0 pts No

10. Applicant identified the staff and how they will assist households in maintaining stable housing. (App. Section 3, Q9)

- 5 pts Applicant identified and described
- 3 pts Identified and somewhat described
- 0 pts Did not identify and describe

11. If a household is permitted to move during the two year assistance period, are the criteria for determining if the move is eligible reasonable? (App. Section 3, Q10)

- 0 pts Criteria are reasonable – **OR** – Households are not permitted to move.
- 3 pts Somewhat reasonable
- 5 pts Is not reasonable

12. Applicant described a reasonable plan to ensure that households will be able to acquire affordable housing after the HOME TBRA assistance ends. (App. Section 3, Q11)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

13. Applicant will remain in compliance with current federal VAWA Lease Addendum regulations. (App. Section 3, Q12)

- 0 pts Yes
- No, therefore application not considered

14. Applicant will remain in compliance with current federal VAWA Emergency Transfer Request and Plan regulations. (App. Section 3, Q13)

- 0 pts Yes
- No, therefore application not considered

15. Applicant identified staff responsible for KYHMIS data entry. (App. Section 3, Q14)

- 3 pts Yes
- 0 pts No

SECTION 4 — SECURITY DEPOSIT ASSISTANCE — 10 MAX POINTS

Points Awarded: _____

1. Applicant described criteria for determining security deposit assistance. (App. Section 4, Q1)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe – **OR** – Applicant not offering security deposit assistance

2. If the applicant permits multiple security deposits during the 24-month timeframe, is the policy described? (App. Section 4, Q2)

- 5 pts Applicant described – **OR** – Applicant not offering security deposit assistance
- 3 pts Somewhat described
- 0 pts Did not describe

SECTION 5 — UTILITY DEPOSIT ASSISTANCE — 10 MAX POINTS

Points Awarded: _____

1. Applicant described criteria for determining utility deposit assistance. (App. Section 5, Q1)

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe – **OR** – Applicant not offering utility deposit assistance

2. If the applicant permits multiple security deposits during the 24-month timeframe, is the policy on frequency of utility deposit assistance described? (App. Section 5, Q2)

- 5 pts Applicant described – **OR** – does not permit multiple utility deposits/not offering security deposit assistance
- 3 pts Somewhat described
- 0 pts Did not describe

SECTION 6 — PROJECT DESIGN — 27 MAX POINTS

1. Applicant provided a reasonable rationale for the number of HOME TBRA Vouchers proposed. (App. Section 6, Q1)

- 2 pts Applicant provided reasonable rationale
- 0 pts Applicant did not provide reasonable rationale

2. Applicant will target special populations (This is a non-scoring question and is for info) (App. Section 6, Q2)

- Will target special populations: _____
- Will not target special populations

3. Applicant described their reason for targeting this population and plan for identifying these populations. (This is a non-scoring question and is for info) (App. Section 6, Q3)

- Applicant described
- Applicant did not describe – **OR** – Will not target special populations

4. Applicant will provide services for their tenants in conjunction with their TBRA program (BONUS QUESTION) (App. Section 6, Q4)

- 3 pts Will provide services
- 0 pts Will not provide services

5. If services will be provided, applicant described the types of services, how they will be provided, and who will provide each service (BONUS QUESTION) (App. Section 6, Q4a)

- 2 pts Applicant described
- 0 pts Applicant did not describe – **OR** – Services will not be provided

6. If the proposed project does/does not involve structures built before January 1, 1978, did the applicant describe: (App. Section 6, Q5)

a) Measures taken to fully understand its responsibilities in regard to lead-based paint and the effect on the proposed program

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

b) Described who will perform the visual assessments:

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

c) Described the training the person has who will perform the visual assessment:

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

7. Applicant detailed how they will work with landlords with failed lead-based paint assessments to ensure compliance with HQS (App. Section 6, Q6).

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

8. Applicants Cost Summary appears correct and there appears to be sufficient funds budgeted to undertake the project. (Attachment)

- 5 pts Correct
- 3 pts Somewhat correct
- 0 pts Not correct

SECTION 7 — CAPACITY OF APPLICANT/ADMINISTRATOR — 15 MAX POINTS

Points Awarded (minus KHC Capacity Scorecard Deductions, if applicable): _____

1. Applicant described the housing experience of agency staff, specifically in relation to the activity proposed and the type(s) of KHC funds requested. (App. Section 7, Q1).

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

2. Applicant staff has significant housing experience, specifically in relation to the activity proposed and the type(s) of KHC funds requested. (App. Section 7, Q1).

- 5 pts Applicant has significant experience
- 3 pts Applicant has some experience
- 0 pts Applicant has no experience

3. Applicant described how staff will utilize the agency’s Administrative Plan to administer the TBRA Program. (App. Section 7, Q2).

- 5 pts Applicant described
- 3 pts Somewhat described
- 0 pts Did not describe

4. KHC Capacity Scorecard deductions. (Negative number for deductions, “0” for no deductions): _____