

# 2023 HOME/AHTF Homebuyer Application Scoring

Agency: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Scored By: \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> First Time Applicant              | <input type="checkbox"/> Applicant applied for Multi-Family funding |
| <input type="checkbox"/> Returning Applicant               |   |
| <input type="checkbox"/> New Construction                  |   |
| <input type="checkbox"/> Acquisition/Rehabilitation/Resale |   |
| <input type="checkbox"/> Demo/Rebuild-Like Housing         |   |

Is this project recommended for funding?     Yes     No

HOME/CHDO Request Amount    \$ \_\_\_\_\_

AHTF Request Amount    \$ \_\_\_\_\_

Total Request Amount    \$ \_\_\_\_\_

Has application fee been paid?     Yes     No

## Scoring Summary

	<u>Max. Possible Points:</u>	<u>Points Awarded:</u>
Capacity Scorecard	(Point Deduction)	_____
Fair Housing	(Point Deduction)	_____
Threshold Requirements	(Point Deduction)	_____
Program Design	65	_____
Financial Design	58	_____
Ready to Proceed	40	_____
KHC Analysis	(Point Deduction)	_____
<b>Total</b>	<b>163</b>	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final Score: \_\_\_\_\_ /163= \_\_\_\_\_ %

# 2023 HOME/AHTF Homebuyer Application Checklist

## Applicants must have the following attachments:

- Summary of Sources and Uses Spreadsheet
- IRS 501 (c)(3) Determination Letter
- HOME Certifications and Assurances
- AHTF Certifications and Assurances
- Kentucky State Clearinghouse Documents
- Current, executed KHC Inspections Memorandum of Agreement template.
- Additional Funding Sources Commitment Letters/ Supporting Documents
- Resume of ONE staff person working with program

## In addition to the documents listed above, CHDOs must submit at completed CHDO Application with all applicable supporting documentation.

- Complete CHDO Application packet with all applicable supporting documentation

## SECTION ONE: CAPACITY SCORECARD

1. KHC Capacity Scorecard (deductions up to -10 pts. max) Total Point Deduction \_\_\_\_\_
  
2. Fair Housing: Applicant described each impediment of fair housing that was selected (deductions up to -5 pts. max) Total Point Deduction \_\_\_\_\_

## SECTION TWO: THRESHOLD REQUIREMENTS

1. Did the applicant meet all KHC Threshold Requirements?
    - Yes
    - No
  2. If no, did the applicant provide sufficient explanation to be allowed to proceed with application?
    - Yes (-15 pts.) Application can proceed with Threshold Requirements failure deduction
    - No Application is rejected
- Total Point Deduction \_\_\_\_\_**

## SECTION THREE: PROGRAM DESIGN- 65 Max. Points

**(PD Question 1)** Applicant described organizations experience with homebuyer projects (including rate of success with project completion and unit completion totals.) (10 pts. max)

- 10 pts. Applicant has over 5 years demonstrated success administering a homebuyer program
- 7 pts. Applicant has 3 to 5 years demonstrated success administering a homebuyer program
- 3 pts. Applicant has 1 to 3 years demonstrated success administering a homebuyer program
- 0 pts. Applicant has less than 1 year demonstrated success administering a homebuyer program

**(PD Question 2)** Annual average homebuyer unit production within the past five years (5 pts. max)

- 5 pts. 5-10+ average units
- 3 pts. 3-5 average units
- 1 pt. 0-3 average units

**(PD Question 3-3a)** Applicant described why they are targeting the specific population(s) that they have selected and how this population will be made aware of the program.

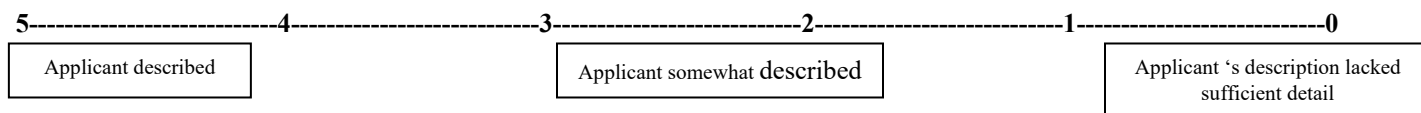
5-----4-----3-----2-----1-----0

Applicant described

Applicant somewhat described

Applicant 's description lacked sufficient detail

**(PD Question 4)** Applicant described project, including information about the targeted geography and surrounding neighborhood, characteristics, and other relevant program information (5 pts. max)



**(PD Question 5)** Number of units proposed with application (4 pts. max)

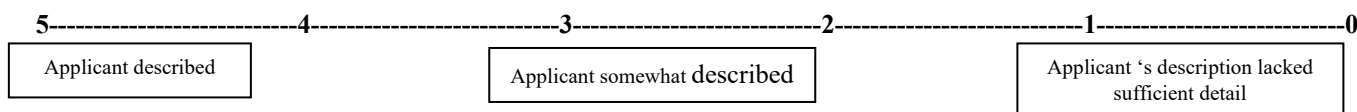
- 4 pts.      10 or more units
- 3 pts.      7-9 units
- 2 pts.      3-6 units
- 1 pt.      Less than 3 units

**(PD Question 9)** Percentage of units in a rural area(s) as designated by USDA Rural Development? **(Not Scored-for informational purposes only)**

**(PD Question 10)** Applicant requests both HOME and AHTF funding or is NOT eligible for KHC HOME funding. (3 pts. max)

- 3 pts.      Yes
- 0 pts.      No

**(PD Question 11)** Applicant described other partners who will be assisting with this project, and their relationship with the agency, including name of partnering agency, contact person, and how they will assist. (5 pts. max)



**(PD Question 12)** Applicant identified additional funding streams for their homebuyer program (5 pts. max)

- 5 pts.      Applicant identified additional funding streams
- 0 pts.      No additional funding streams identified

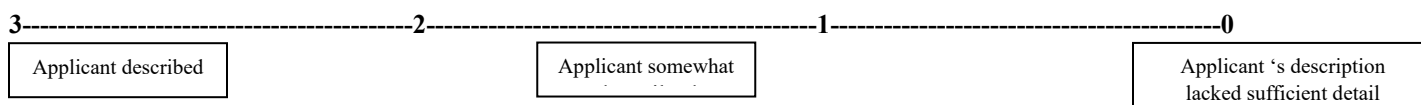
**(PD Question 13)** Applicant has documented commitment of additional funds from funding sources for their homebuyer program (5 pts. max)

- 5 pts.      10% or more in additional funds
- 3 pts.      5% - 9.9% in additional funds
- 1 pt.      1%- 4.9% in additional funds
- 0 pts.      Less than 1% OR no committed additional funding identified

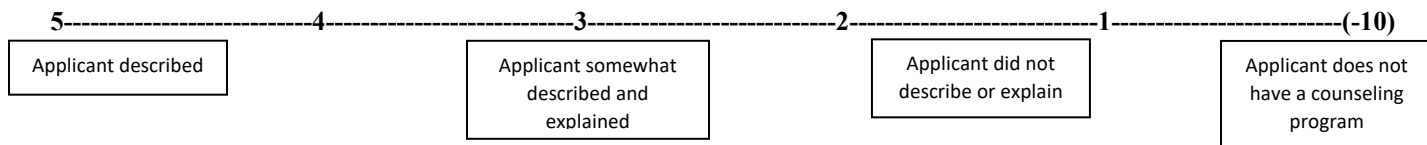
**(PD Question 17)** Applicant attached documentation of additional funds from non-KHC funding sources for their homebuyer program if applicable (5 pts)

- 5 pts      Applicant attached documentation for non-KHC funding sources or did not have additional non-KHC funding sources
- 0 pts      Applicant identified additional funds from non-KHC sources but did not include attachments

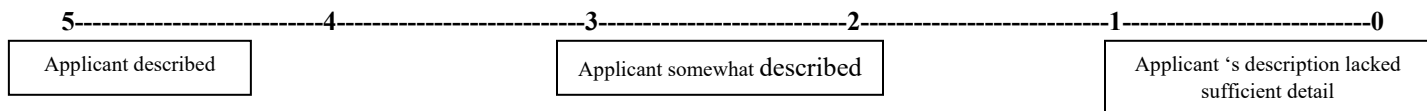
**(PD Question 18)** Applicant listed and describes relationships with mortgage lender(s) that homebuyers may utilize. (3 pts)



**(PD Question 19)** Applicant described and explains in detail the counseling process for homebuyers including: what the counseling program instructs on (i.e., foreclosure prevention, credit, warranties, bankruptcy, maintenance responsibility and other important aspects); whether counseling is provided in-house or via a third-party administrator; number of hours required, if applicable; number of sessions required, if applicable; whether one-on-one or group counseling is provided, or a combination of both; If the program is HUD-certified or not, and any other applicable information (5 pts. max)



**(PD Question 20)** Applicant described pre-construction conference process, including participants and topics discussed (5 pts. max)

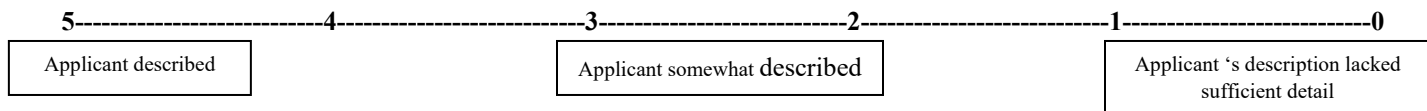


### SECTION FOUR: FINANCIAL DESIGN- 58 Max. Points

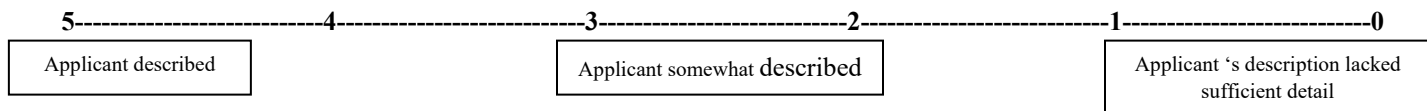
**(Summary of Sources and Uses attachment)** Applicant's Summary of Sources and Uses appears to be correct (30 pts. max)

- 30 pts. Summary of Sources and Uses appeared correct; appears to be sufficient funds budgeted to undertake the project
- 15 pts. Summary of Sources and Uses contained minor errors or discrepancies; appears to be sufficient funds budgeted to undertake the project
- 0 pts. Summary of Sources and Uses contained significant errors or discrepancies OR reveals there may not be sufficient funds to undertake the project.

**(FD Question 2-2a-2b)** Applicant uses KHC's imposed cap of \$40,000 on homebuyer direct assistance OR explained why there is a cap less than KHC's cap of \$40,000 (5 pts. max)



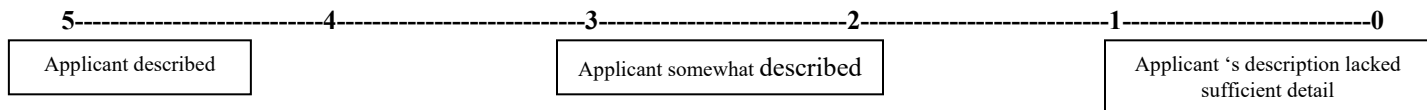
**(FD Question 3)** Applicant describes procedures in place to ensure affordability if a unit needs more assistance than the maximum amount available (either KHC imposed or agency imposed) and has documented sources available. (5 pts. max)



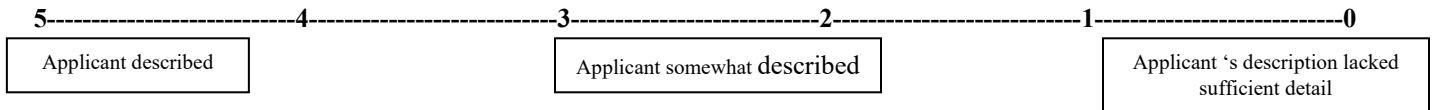
**(FD Question 4)** Applicant proposes to serve a diversity of household income ranges (3 pts. max)

- 3 pts. Yes
- 0 pts. No

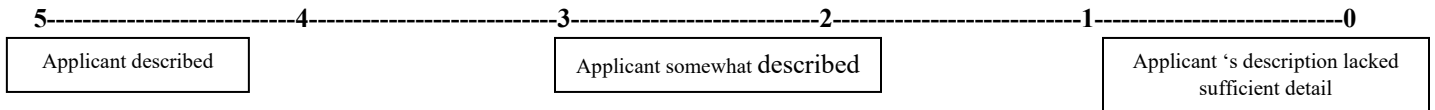
**(FD Question 5)** Applicant describes their policy regarding need for subsidy/assistance, how credit worthiness is determined (5 pts. max)



**(FD Question 6)** Applicant describes their policy regarding bankruptcies (5 pts. max)



**(FD Question 7)** Applicant describes how they are able to initiate the construction of the first unit and included plans for sustaining operations while waiting for reimbursement (5 pts. max)

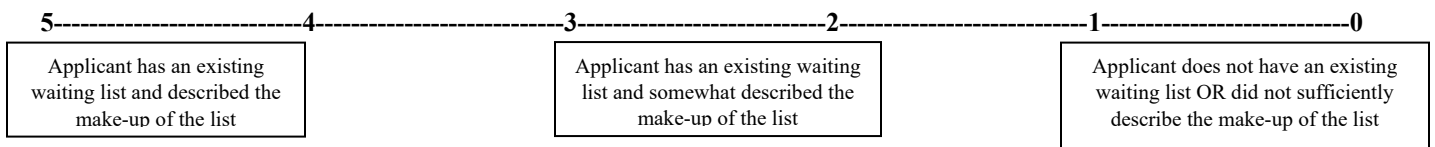


## SECTION FIVE: READY TO PROCEED- 40 Max. Points

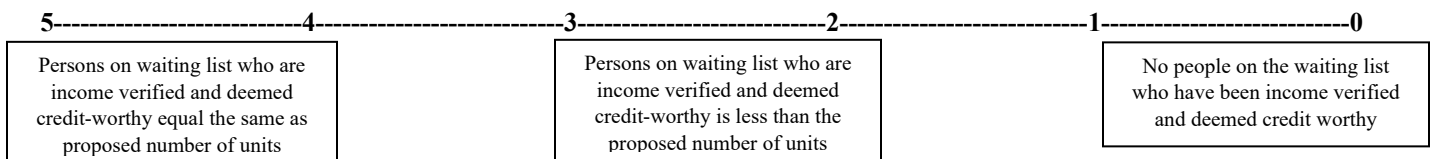
**(RTP Question 1)** Applicant describes site control status for the project, including control of land for development, purchased lots and/or units acquired for rehab. (5 pts. max)

- 5 pts. Applicant has current site control for all of the units proposed
- 3 pts. Applicant has current site control for some of the units proposed
- 1 pt. Applicant does not have site control for any of the units proposed, but has identified target sites
- 0 pts. Applicant does not have site control for any of the units proposed and has not yet identified target sites

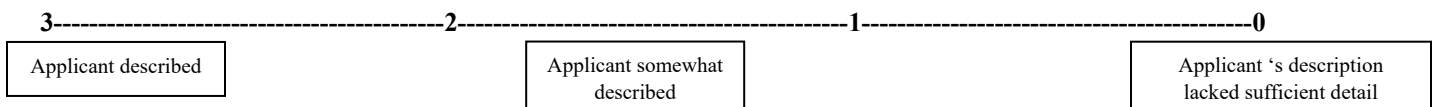
**(RTP Question 2-2a)** Applicant has an existing waiting list and describes the make-up of the list, including household income-eligibility based on third-party verifications and credit-worthiness based on applicant's policies. (5 pts. max)



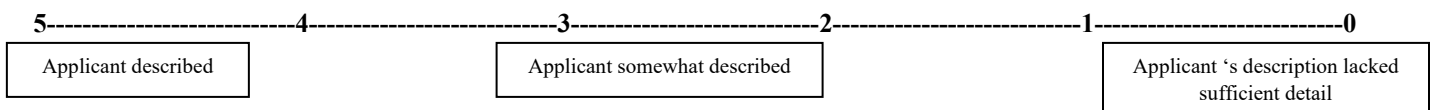
**(RTP Question 2a)** Applicant's existing waiting list has participants that have been income verified and deemed credit-worthy (5 pts. max)



**(RTP Question 2b)** If applicant does not have an existing waiting list, applicant explains when a waiting list will be started and how the applicant will find participants to add to the list. (3 pts. max)



**(RTP Question 3)** Application describes marketing/outreach plan for the HOME/AHTF Single Family Homebuyer Production Program, including target audiences, strategies, and how eligible candidates will be identified. (5 pts. max)



**(RTP Question 4)** Applicant has KHC-approved plans and specifications. (3 pts. max)

- 3 pts. Yes (This includes acq/rehab/resale only projects)
- 0 pts. No

**(RTP Question 4a)** Applicant has submitted plans and specifications to KHC which will be utilized for this project. Plans and specifications are included in the attachment section (2 pts. max)

- 2 pts. Yes, OR has KHC approved plans (This includes acq/rehab/resale only projects)
- 0 pts. No

**(RTP Question 5-6)** Applicant identified the primary person responsible for the day-to-day administration of the project and explained their responsibilities and experience administering this type of activity. (12 pts. max)

- 5 pts. Person identified and described with resume submitted
- 3 pts. Person identified and somewhat described with resume submitted
- 3 pts. Person not identified or described and/or resume not submitted.
  
- 5 pts. Person has more than 2 years of experience administering a homebuyer development program
- 3 pts. Person has 1-2 years of experience administering a homebuyer development program
- 1 pt. Person has less than 1 year of experience administering a homebuyer development program
- 0 pts. Person has no experience administering a homebuyer development program
  
- 2 pts. Person has experience administering KHC HOME and/or AHTF projects
- 0 pts. Person has no experience administering KHC HOME and/or AHTF projects

**(RTP Question 7)** Has the applicant had staff turnover in the past 24 months in their housing programs or administrative/executive staff? (**deductions** up to -5 pts. max)

- Yes Determine point deduction based on answer to question 7a
- No No point deduction

**(RTP Question 7a)** If yes to question 7, did the applicant describe in detail what position(s) were affected, list name(s) of replacement(s), and describe their past housing experience? (**deductions** up to -5 pts. max)

- \_\_\_\_ pts. If applicant sufficiently described, deduct up to -5 pts. based on assessment of organizational capacity
- 5 pts. Applicant did not describe OR description lacked sufficient detail

**(RTP Question 8)** Applicant described any non-compliance issues with any KHC funding source within the past 5 years. (**deductions** up to -5 pts. max)

- 0 pts. Applicant has not had any homebuyer compliance issues within the past 5 years
- \_\_\_\_ pts. Applicant sufficiently explained, deduct up to -5 pts. based on assessment of description
- 5 pts. Applicant did not describe OR description lacked sufficient detail

**(RTP Question 9)** Has applicant requested time extensions on KHC projects? (**deductions** up to -5 pts. max)

- Yes Determine point deduction based on answer to question 9a, if not Covid related.
- No No point deduction

**(RTP Question 9a)** If yes to question 9, did the applicant describe justification for the extension. (**deductions** up to -5 pts. max)

- \_\_\_\_ pts. If applicant sufficiently described, deduct up to -5 pts. based on assessment of justification

## KHC ANALYSIS

Applicant followed project naming convention per application guidelines

- Yes            No point deduction
- No              -2 point deduction

KHC's evaluation of past agency performance, capacity, and monitoring results. (**deduction** up to -10 pts.)

Comments:

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**Total Point Deduction**\_\_\_\_\_