

Dane County HOME-ARP Application Evaluation Criteria

In order to be evaluated, programs must: 1) be an eligible rental development project that creates new affordable housing units, 2) be located in and provide services to residents of Dane County who are identified as qualifying populations, 3) align with Dane County’s HOME American Rescue Plan (HOME-ARP), 4) not be a HUD listed debarred or ineligible contractor, and 5) have secured a supportive services partner at the time of the application submission. Applications deemed eligible would be presented to the CDBG Commission Application Review Team.

The Application Review Team will evaluate the applications using the following criteria:

Application Review Criteria	
Item	Maximum Points
1. Need and Justification	30
2. Project Approach	80
3. Experience and Qualifications	20
4. Financial Information	40
5. Partnerships	15
6. Shovel Ready	5
7. Energy Efficiency / Sustainability	5
8. Past Performance	5
TOTAL POINTS	200

For 2025, the criteria in the Requests for Proposals (RFPs) for each application are delineated and tailored to the nature of the HOME-ARP category.

Below is a breakdown of the evaluation criteria:

Need and Justification (30 points maximum):

- Statements are substantiated with quantitative and qualitative data identifying the needs for qualifying populations and the proposed project aligns with the goals and objectives of HOME-ARP program, as outlined in 24 CFR Part 92 and HUD Notice CPD-21-10. (worth up to **10 points**).
 - The activity will be evaluated in terms of the documentation and justification of the needs tied to the goals and objectives of HOME-ARP program, as outlined in 24 CFR Part 92 and HUD Notice CPD-21-10. Activities with documentation and justification will be awarded accordingly:

Excellent	9 - 10 points
Good	6 – 8 points
Average	1 – 5 points
Does not provide documentation and/or justification	0 points

- Provides a description of how funds may be targeted to areas of greatest need (worth up to **10 points**).

- The activity will be evaluated in terms of the documentation and justification of the need for the activity. Activities with documentation and justification will be awarded accordingly:

Excellent	9 – 10 points
Good	6 – 8 points
Average	1 – 5 points
Does not provide documentation and/or justification	0 points

- The organization has developed a process to serve individuals with limited English proficiency (LEP). (worth up to **5 points**)

The organization has developed a Language Access Plan (plan must be included in the RFP application).	1 point
The organization has developed a process to provide interpretation services.	1 point
The organization has developed a process to provide translation services.	1 point
The organization has developed marketing materials in multiple languages.	1 point
The organization has signage attesting to the services listed above.	1 point

- Service Area: How accessible is the development project geographically to low-and-moderate income persons? (worth up to **5 points**)
 - The development will be evaluated in terms of the documentation and justification of the accessibility to the facility. Activities with documentation and justification will be awarded accordingly:

Accessible to low- and moderate income persons.	4 – 5 points
Somewhat accessible to low- and moderate income persons.	1 – 3 points
Not accessible to low- and moderate income persons.	0 points

Project Approach (80 points maximum):

The application describes what the project will do; how it will be implemented, operated, and administered within a realistic time period; how the supportive services will be provided; and how low-income participants will access services. The description should include:

- Project description: A description of the work that will be undertaken and a description of how the work will address the needs of the qualifying populations. Includes relevant eligibility guidelines, clear referral process. Applicant demonstrates capacity to carry out the project. Application should include planned location, zoning, local engagement for project, number of and size of units, eligibility for local municipal affordable housing funding, development costs, pro forma showing projected operating costs and revenues, and the minimum amount of County funding necessary to complete the project. (worth up to **8 points**).
 - Capital Needs Assessment (CNA): Acquisition/rehab projects must submit a CNA, or detailed inspection with specifications to document needed rehab (bring all systems up to reasonable useful life and meet HUD Uniform Physical Condition Standards). The scope of work must ensure

property standards and useful life for at least the compliance affordability period.

- The activity will be evaluated in terms of the documentation and justification of describing how the work addresses the identified need. Activities with documentation and justification will be awarded accordingly:

Excellent	7 - 8 points
Good	4 – 6 points
Average	1 – 3 points
Does not provide documentation and/or justification	0 points

- Work plan, Timeline and Milestones: A work plan for how the project/program will be organized, implemented, operated, and administered, and the timeline and milestones from initiation to completion. Work on the project - meaning funds will be spent - will begin in 2025. (worth up to **7 points**).
 - The activity will be evaluated in terms of the documentation and justification of the work plan, timeline and milestones. Activities with documentation and justification will be awarded accordingly:

Excellent	7 points
Good	4 – 6 points
Average	1 – 3 points
Does not provide documentation and/or justification	0 points

- Outreach and marketing initiatives that will be implemented to inform potential tenants and to ensure that they are aware of the available units (worth up to **5 points**).

Conducts targeted outreach to 5 or more municipalities to inform potential tenants	5 points
Conducts targeted outreach to 3 - 4 municipalities to inform potential tenants	3 – 4 points
Conducts targeted outreach to 1 - 2 municipalities to inform potential tenants	1 – 2 points

- HOME-ARP Assisted Unit Mix: The proposal strongly aligns with the HOME-ARP unit mix requirements as identified in HUD CPD Notice 21-10. (worth up to **8 points**).
 - Dane County establishes a preference for households experiencing homelessness as defined in Section 3205 of the American Rescue Plan Act of 2021. Dane County may use its HOME-ARP funds to assist in funding the construction of units to be permanent supportive housing and preference households currently literally homeless. If there are no eligible households referred from the local Continuum of Care the units may move to a referral wait list of households at imminent risk of homelessness, those fleeing domestic violence, dating violence, stalking, sexual abuse, or human trafficking, or those whose homelessness could be prevented with service provision.
 - Dane County will ensure that selected projects comply with all applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to requirements listed in 24 CFR 5.105(a). In accordance with federal and Wisconsin Fair Housing laws, no housing or services will be denied to persons based on race, color, family status, disability, sex, national origin, religion, marital status, ancestry, source of income, sexual

orientation, age and the status as a victim of domestic abuse, sexual assault or stalking.

- The activity will be evaluated in terms of the documentation and justification of the reasonably achievable outcomes. Activities with documentation and justification will be awarded accordingly:

Excellent	7 - 8 points
Good	4 – 6 points
Average	1 – 3 points
Does not provide documentation and/or justification	0 points

- **Project Disbursement:** Projects that are located outside the City of Madison will receive 10 points. Projects located within the City of Madison that are more than one-half mile of any point indicated on the map shown as **Attachment A** will also receive 10 points. Projects that are inside the City of Madison that are within one-half mile will receive a partial score based on the distance from the project location to other projects shows in **Attachment A**. For instance, a project located within one-quarter mile would receive 5 points, a project located within one-eighth of a mile would receive 2.5 points and so on.

To facilitate this analysis, the points on the map are also listed in **Attachment A**. Application should indicate the parcel or parcel numbers of their project location as well as the address of the project. Distance will be measured from the closest edge of the existing project’s parcel to the closest edge of the proposed project’s parcel. (worth up to **10 points**).

- **Tenant Selection:** The application provides a list of Fair Tenant Selection Criteria. To be eligible for funding, applicants must indicate how the three tenant selection criteria detailed below will be incorporated into the project’s tenant selection criteria.
 - Applications will not be denied due to inability to meet a minimum income requirement if the applicant can demonstrate the ability to comply with the rent obligation based on a rental history of paying at an equivalent rent to income ratio for 24 months.
 - Applications will not be denied due to lack of housing history.
 - Applications will not be denied due to membership in a class protected by Dane County Fair Housing Ordinances and non-discrimination ordinances in the municipality where the project is located.

Applicants that select additional criteria will be awarded points in this category. Applicants that select two additional criteria will receive 2 points, applicants that select four criteria will receive 4 points, applicants that select six criteria will receive 6 points, and applicants that select all criteria will receive 8 points. (worth up to **8 points**).

Credit score
Information on credit report that is disputed, in repayment, or unrelated to a past housing or utility (gas, electric, and water only) obligations.
Inability to meet financial obligations other than housing and utilities necessary for housing (gas, electric, water).
Owing money to a prior landlord or negative rent payment history if the tenant’s housing and utility costs were more than 50% of their monthly income.
Owing money to a prior landlord or negative rent or utility payment history if applicant does one of the following: (1) establishes a regular record of repayment of the obligation; (2) signs up for automatic payment of rent to the housing provider; or (3) obtains a representative payee.

<p>Wisconsin Circuit Court Access records;</p> <p>Criminal activity, except: (i) a criminal conviction within the last two years for violent criminal activity or drug related criminal activity resulting in a criminal conviction, and (ii) if the program or project is federally assisted, criminal activity for which federal law currently requires denial. (<i>Violent criminal activity</i> is defined in 24 C.F.R § 5.100 and means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage. “Drug related criminal activity is defined in Wis. Stat. s. 704.17(3m)(a)(2). “Drug-related criminal activity” means criminal activity that involves the manufacture or distribution of a controlled substance. “Drug-related criminal activity” does not include the manufacture, possession, or use of a controlled substance that is prescribed by a physician for the use of by a disabled person, as defined in s. 100.264(1)(a), and manufactured by, used, by or in the possession of the disabled person or in the possession of the disabled person’s personal care worker or other caregiver.)</p>

- Denial Process: Applicants that indicate they will incorporate the denial process detailed in below will receive an additional 2 points. (worth up to **2 points**).

	<p>Prior to a denial based on a criminal record, the housing provider shall provide the applicant access to a copy of the criminal record at least five days prior to the in-person appeal meeting and an opportunity to dispute the accuracy and relevance of the report, which is already required of HUD assisted housing providers. See 24 C.F.R. § 982.553(d), which applies to public housing agencies administering the section 8 rent assistance program.</p>
1.	<p>Prior to a denial based on a criminal record, the housing provider shall provide the applicant the opportunity to exclude the culpable family member as a condition of admission of the remaining family members.</p>
2.	<p>Prior to a denial decision, the housing provider is encouraged to meet with the applicant to review their application and make an individualized determination of their eligibility, considering: (a) factors identified in the provider’s own screening policies, (b) if applicable, federal regulations, and (c) whether the applicant has a disability that relates to concerns with their eligibility and an exception to the admissions rules, policies, practices, and services is necessary as a reasonable accommodation of the applicant’s disability. In making a denial decision, the housing provider shall consider all relevant circumstances such as the seriousness of the case, the extent of participation or culpability of individual family members, mitigating circumstances related to the disability of a family member, and the effects of denial on other family members who were not involved in the action or failure.</p>
3.	<p>The property manager will base any denial on sufficient evidence. An arrest record or police incident report is not sufficient evidence. Uncorroborated hearsay is not sufficient evidence.</p>
4.	<p>Denial notices shall include the following:</p> <ol style="list-style-type: none"> a) The reason for denial with details sufficient for the applicant to prepare a defense, including: <ol style="list-style-type: none"> i) The action or inaction forming the basis for the denial, ii) Who participated in the action or inaction, iii) When the action or inaction was committed, and iv) The source(s) of information relied upon for the action or inaction.

	<p>b) Notice of the applicant's right to a copy of their application file, which shall include all evidence upon which the denial decision was based.</p> <p>c) Notice of the applicant's right to copies of the property manager's screening criteria.</p> <p>d) Notice of the right to request an in-person appeal meeting on the denial decision by making a written request for a hearing within 45 days. The housing provider is not required to hold the unit open while the appeal is pending.</p> <p>e) Notice of the right to have an advocate present at the in-person appeal meeting and of the right to be represented by an attorney or other representative.</p> <p>f) Notice of the right to present evidence in support of their application, including, but not limited to evidence related to the applicant's completion or participation in a rehabilitation program, behavioral health treatment, or other supportive services.</p>
5.	If the applicant requests an in-person appeal meeting, the hearing will be conducted by a person who was not involved in or consulted in making the decision to deny the application nor a subordinate of such a person so involved.
6.	The in-person appeal meeting shall be scheduled within ten working days of the request, unless the applicant requests a later date.
7.	A written decision on the application shall be provided to the applicant within ten working days after the in-person appeal meeting.

A tenant selection plan clearly incorporating and identifying the selected criteria must accompany the application. Applications must also include a signed letter of agreement from the developer's property management partner that summarizes and acknowledges property management's role in the developer's proposal. The letter from the property management partner must acknowledge their understanding of any tenancy selection criteria.

Selected tenant selection criteria elements will be included in final project documents. Those documents will provide for a \$500 fine for any violations of these elements. If an applicant agrees to include these criteria and is awarded the points for doing so, the County will not be flexible in the application of the criteria later in the development process. Applicants should assess the impact of these criteria on the ability to secure other financing sources before agreeing in their application.

- Tenancy Addendum: The application outlines specific provisions of related to security deposits, late fees, termination of tenancy, parking and guest policies. Applicants must indicate if they will agree to all of these elements. If an applicant agrees, then these elements will be included in final project documents. Those documents will provide for a \$500 fine for any violations of these elements. (worth up to **10 points**).
 - Applicants that agree to these terms will receive the 10 points under evaluation criteria for Tenancy Addendum.
 - Applicants who do not agree to these terms will not receive those evaluation points.

a.	Security Deposits. The amount of a security deposit shall not be more than one month's rent.
b.	Late Fees and Other Fees. Late fees must be set forth in the rental agreement. Late fees shall not exceed 5% of the tenant's portion of the monthly rent. Other penalty fees are prohibited. All other fees must be directly related to the cost for a specific amenity or service provided to the tenant and comply with all applicable laws.
c.	Rights of Youth to Access Common Spaces. Youth under the age of 18 are allow to use and enjoy common areas without supervision. This does not preclude reasonable rules in ensure the safety of children and youth.

<p>d.</p>	<p>Good Cause for Termination. A tenancy may not be terminated during or at the end of the lease unless there is good cause. Good cause is defined in include the following: (i) a serious violation of the lease; (ii) repeated minor violations of the lease; or (iii) a refusal to re-certify program eligibility. Repeated means a pattern of minor violations, not isolated incidents. Termination notices and procedures shall comply with Chapter 704 of Wisconsin Statutes and federal law, when applicable. Written notice is required for non-renewal and shall include the specific grounds for non-renewal and the right of the tenant to request a meeting to discuss the non-renewal with the landlord or landlord's property management agent within fourteen (14) days of the notice. If requested, the landlord or property management agent will meet with the tenant to discuss the non-renewal, allow the tenant to respond to the alleged grounds for non-renewal, and pursue a mutually acceptable resolution.</p>
<p>e.</p>	<p>Reasonable Guest Rules. Tenants have the right to have guests. In the event the property management establishes rules related to guests, they must be reasonable. Unreasonable rules include, but are not limited to the following: (1) Prior authorization of guests by the property management, unless the guest is staying for an extended period of time (e.g. more than 2 weeks); (2) Prohibition on overnight guests; (3) Requiring that the resident be with the guest at all times on the property. (4) Requiring guests to show ID unless requested by the tenant. (5) Subjecting caregivers, whether caring for a child or children, or an adult with disabilities, to limitations on the number of days for guests.</p> <p style="padding-left: 40px;">Landlord may ban a person who is not a tenant from the rental premises if the person has committed violent criminal activity or drug related criminal activity at rental premises. No person shall be banned from the rental premises without the consent of the tenant unless the following have taken place:</p> <p style="padding-left: 40px;">(1) A notice of the ban is issued to the tenant stating the:</p> <p style="padding-left: 80px;">(a) name of the person banned,</p> <p style="padding-left: 80px;">(b) grounds for the ban including, (i) the specific facts detailing the activity resulting in the ban; (ii) the source of the information relied upon in making the ban decision; and (iii) a copy of any criminal record reviewed when making the ban decision; and</p> <p style="padding-left: 80px;">(c) the right of the tenant to have a meeting to dispute the proposed ban, discuss alternatives to the ban, and address any unintended consequences of the proposed ban.</p> <p style="padding-left: 40px;">(2) If requested, a hearing on the ban has taken place to provide the tenant an opportunity to dispute the proposed ban, discuss alternatives of the ban, and address any unintended consequences of the proposed ban.</p> <p>A tenant may not invite or allow a banned person as a guest on the premises, provided the Landlord has followed the proper procedure and given notice to Tenant as set forth herein.</p> <p>A tenant who violates the guest policy may be given a written warning detailing the facts of the alleged violation. The written warning shall detail the violation, and warn the tenant that repeated violations may result in termination of tenancy. Tenants that repeatedly violate the guest policy, (e.g. three (3) or more violations within a twelve (12) month period) may be issued a notice of termination in accordance with state and federal law.</p> <p>Nothing in this policy limits a person's right to pursue a civil order for protection against another individual.</p>
<p>f.</p>	<p>Parking Policies. Parking policies and practices must comply with applicable laws. Vehicles shall not be towed to a location that is more than 6 miles from the rental premises, unless there is not a towing company with a tow location available within 6 miles.</p>

If an applicant agrees to include these criteria and is awarded the points for doing so, the County will not be flexible in the application of the criteria later in the development process. Applicants should assess the impact of these criteria on the ability to secure other financing sources before agreeing in their application.

Application must include a signed letter of agreement from the developer's property management partner that summarizes and acknowledges property management's role in the developer's proposal. The letter from the property management partner must acknowledge their understanding of any lease addendum items the developer is agreeing to in their proposal.

- Partnering to End Homelessness: Dane County is committed to ending homelessness in our community. To further this goal, projects that include a preference for individuals/families experiencing homelessness beyond the HOME-ARP units will receive additional scoring points. The vacant units must be held for individuals/families experiencing homelessness for at least 30 days. (worth up to **10 points**).

The Dane County Homeless Services Consortium (HSC) is comprised of a number of agencies and organizations working to end homelessness in Dane County. A number of agencies take client/tenant referrals for their housing programs from a community by-name list.

The community by-name list is managed by the Dane County Homeless Services Consortium's (HSC), Coordinated Entry Systems Manager. The Coordinated Entry Systems Manager works with agencies to help identify/select individuals from the by-name list for housing placement into available housing units. Individuals on the by-name list may have access to case management and some form of rental subsidy once enrolled in these programs. In order for a household to be on the by-name list they must meet the definition of literally homeless.

Additionally, HSC agencies may work with individuals and households who do not meet the definition of literally homeless, but qualify as homeless under other federal statutes.

Identifying additional units with a preference for individuals/families who are experiencing homelessness, commits the applicant to working in partnership with the Coordinated Entry Systems Manager, supportive services partner, other identified HSC community partners, and the project's property manager, to identify appropriate tenant referrals for those units.

Applications will be evaluated in this category in two ways: percentage of units set-aside for individuals/families experiencing homelessness and commitment to provide access to these units for individuals/families experiencing homelessness. Each item will account for 50% of the score under this scoring criteria.

The application with the highest percentage of set-aside affordable units for the by-name list will receive the highest number of points for the set-aside portion of the score. The remaining applications will receive points in set-aside section based on a sliding scale from the highest scoring proposal.

Applicants that agree to use ALL of the listed Fair Tenant Selection Criteria for screening of applicants referred for units under the homeless set-aside will receive 10 points under the unit access portion of the score. Applicants who do not agree to use these criteria will receive zero points.

Applications must include a signed letter of agreement from the developer's supportive services partner that acknowledges the developer's specific unit commitment and strategies to ensure access to units.

- Supportive Services Plan: Application must provide a detailed description of how supportive services will be secured for the tenants of any property developed as part of this project. The Supportive Services Plan should include information on the key staff, training, experience, scope of services, program data, partnerships and grievance procedure. (worth up to **10 points**). The description should include any differences in services targeted to units with a preference for households experiencing homelessness and those targeted building wide, and should detail:
 1. The name of the supportive services partner(s), including any specific staff involved with the partnership and the number of staff from that partner agency dedicated to the partnership.
 2. The scope of the services provided to tenants and what approaches the supportive services partner(s) will use to address the needs of the targeted tenant population.
 3. Where tenants can access services. For example, on-site at the development in a permanent, designated space, or by referral to off-site community supports with no on-site provider presence.
 4. If services provided are referral to off-site community supports, please detail how tenants will receive information on supportive services that are available to them before and after needs arise.
 5. The frequency of services provided and/or a proposed schedule of when services are available to tenants.
 6. How the supportive services partner will identify and collaborate with other service provider in the project's neighborhood.
 7. How the supportive services partnership will be funded, including if the applicant is providing funding to support the partnership.
 8. Relevant performance data that provides insight into the supportive service partner's experience serving the target tenant population, and the outcomes for their tenants. *Metrics could include the number of individuals served in a related program in a year, housing retention rates for individuals served in that program, connections to employment, etc.*
 9. How the supportive services partner and the applicant will work together to ensure the best outcomes for tenants, such as housing retention.

To be eligible for points in this category, application must include a signed letter from the supportive services partner. The letter must include a description of the services that will be provided to tenants and must match what is included in the developer's proposal.

- If the project requires temporary displacement, indicates the number of households and describes specific assistance to be provided to households temporarily displaced (worth up to **2 points**. Maximum points awarded if no displacement).

No Displacement	2 points
Displacement – Identifies households displaced and specific assistance	2 points
Displacement – Does not identify households and/or correct level of assistance	0 points

Experience and Qualifications (20 points maximum):

The application provides documentation to justify the development and service team (developer, general contractor, management company, supportive services provider) capacity to conduct this project. The project is consistent with the mission of the organization.

- The development and service team has undertaken projects of similar complexity in the prior 5 years to the one for which funds are being requested. Examples with a description of past projects and in progress projects the team has completed will be provided. (worth up to **7 points**).
 - Additional items that should be included in Development and Service Team Experience in:
 - Obtaining and utilizing Section 42 tax credits
 - Participating in public/private joint ventures
 - Developing multifamily housing for low-income households
 - Developing permanent supportive housing
 - Property management
 - Provision of support services
- The development and service team has experience providing supportive services to low- and moderate income populations (worth up to **5 points**)
- There are staff resources with the skills and experience to administer and conduct an accountable and responsible project. Key staff with experience in this area are identified. (worth up to **4 points**).
- There appears to be adequate board and management oversight along with a commitment to quality and service improvement (worth up to **4 points**).

Financial Information (40 points maximum):

The application clearly explains and justifies each proposed budget line item and why HOME-ARP funding is required to make the project viable. The activity will be evaluated in terms of 1) its impact on the identified need; and 2) its implementation costs and funding request relative to its financial and human resources. Evaluation will include the cost incurred per person per unit and the justification for a particular level of funding. Applicants will be required to submit: a budget summary in alignment with HUD CPD Notice-21-10 and Dane County's Approved HOME-ARP Allocation Plan, detailed project budget, prior- or current-year operating costs, and a 15-year operating budget. (worth up to **40 points**).

- Detailed Project Budget: The application must include a sources and uses statement that outlines the estimated project costs (new construction or conversion from commercial to housing units), including the proposed developer fee; and the proposed sources of funding including the primary mortgage, the estimated tax credit equity, other public or private grant sources, the amount requested from the County, and the amount of the developer fee that is deferred. (worth up to **5 points**)
- Operating Budget: documents costs of operating project, including costs for administrative expenses, property management fees, insurance, utilities, property taxes, and maintenance of units. (worth up to **5 points**)
- Cost Reasonableness and Effectiveness: An explanation is included on the basis for the cost estimates for the project. The budget is realistic. (worth up to **5 points**)
- The developer is financially stable. Developer, any co-developer, and supportive services partner must submit the most recent year's audited financials. (worth up to **5 points**)
- Applications should clearly indicate the amount of HOME-ARP funding requested compared to the total project costs, and describe the other sources of funds that will support the project. Applications should discuss how the County's contribution will enhance affordability of housing units. Applications will be evaluated such that the application with the lowest public cost per affordable unit bedroom will receive the highest points. The County will consider projects that apply 4% or 9% tax credits or other sources of funding support. (worth up to **5 points**)
- Efforts have been made to secure and to leverage other funding for the project. The application identifies eligible sources of match to leverage. (worth up to **5 points**)
 - 25% of funds leveraged from requested amount will receive the maximum of **5 points**.
 - Up to 15% of funds leveraged from requested amount will receive **3 points**.

- No additional funds identified will receive **0 points**.
- Long Term Financial Viability (worth up to **10 points**):
 - Applications must establish that the project will be financially sound, with a 1.05 minimum Debt Coverage Ratio (DCR) for a minimum of the HOME-ARP affordability period. Long term financial viability must be documented in a 15- year operating pro forma, including the following assumptions:
 - Revenues with a maximum 2% annual escalator; expenses with a minimum 3.0% annual escalator;
 - Reasonable vacancy rates;
 - 4-6 months of operating reserve demonstrated for HOME-ARP assisted Low-Income or Market Rate Units
 - For HOME-ARP Qualifying Population units:
 - Operating Reserve, capitalized by HOME-ARP or otherwise, which sustains through the 15-year affordability period is required or,
 - Project Based Rental Assistance/Voucher
 - A minimum of 4 months' rent per unit for marketing and lease-up reserve;
 - Annual per-unit replacement reserves in the operating budget.

**On a case-by-case basis projects that warrant going below 1.05 DCR in years 1 through 10 may still be considered financially sound if applicant can establish how and why the project will return to a >1.05 DCR within 5 years.

Partnerships (15 points maximum):

Identifies any partnerships that have been formed to ensure the success of the project; describes how meaningful partnerships will enhance the applicant's program. Developer identifies a development and service team (developer, general contractor, management company, supportive services provider) with a strong emphasis on the supportive service partner. (worth up to **15 points**).

Shovel-Ready (5 points maximum):

Five points will be awarded to projects that are shovel-ready by Q2 of 2025. Required documentation includes the following: 1) Documentation of executed option or accepted offer to purchase; 2) Zoning appropriate to proposed development; 3) Letter of intent (LOI) or commitment documentation for all financing/equity; and 4) Letter of support from municipality.

Project is shovel-ready	5 points
Project is <u>not</u> shovel-ready	0 points

Energy Efficiency/Sustainability (5 points maximum)

Dane County prioritizes affordable housing that is safe and comfortable and that features low energy costs. All applicants must commit to a) working with Focus on Energy to leverage expert advice and incentives for energy efficient features and b) if asked, supporting Dane County efforts to measure total annual energy consumption of the project after occupation by supplying energy consumption data for common areas and by assisting to collect tenant-level data from energy utility providers.

Applicants will be required to pursue one of the following sets of certifications:

1. [2020 Enterprise Green Communities Certification](#), OR
2. [ENERGY STAR Multifamily New Construction](#) and [EPA Indoor airPLUS](#) certifications

In addition, applicants can earn points for pursuing additional energy efficiency and sustainability standard for the project.

Applicants will receive 5 points for pursuing one of the following certifications:

1. [2020 Enterprise Green Communities Certification Plus](#), OR
2. [Passive House \(PHIUS\)](#)

Applicants should include certification of registration for any selected certification with application. Disbursement of final 10% of awarded funds will be contingent on project receiving selected certification.

Past Performance (5 points maximum):

If the organization has been previously funded, a review of the last five years' past expenditures and performance shows that the organization has been able to meet timelines and goals in a reasonable fashion, and is responsive to all communications from the CDBG/HOME staff (e.g., no unexpended dollars from prior years; funds are used in a timely manner and invoices submitted; has regular contact with staff; agency returned funds). Compliance with the contract will include, but not be limited to, timely and accurate submission of beneficiary/program reports and expenditure invoices, adherence to scope of services, and quality of work. (Worth up to **5 points**). New applicants will be automatically awarded 5 points.

Accurate / Consistent Spending of Funds	Up to 3 points
Agency has not returned funds and does not have unexpended funds	3 points
Agency has not returned funds <u>but</u> has unexpended funds from 2 years or more	1 – 2 points
If agency returned funds	0 points
Program or Financial Report deadlines are met	Up to 1 point
Responsive with Communications	Up to 1 point