

**SNOHOMISH COUNTY**  
**SPRING 2019 NOFA HOUSING APPLICATION**  
**HOUSING THRESHOLD AND EVALUATION CRITERIA**

**Appendix G**

**PROJECT:** \_\_\_\_\_

**PROJECT SPONSOR:** \_\_\_\_\_

**Threshold Criteria will be reviewed by OHCD staff. The five Evaluation Criteria areas of organizational capacity, project soundness, financial feasibility, community need and benefit, and readiness to proceed will be reviewed and summarized by OHCD staff and included in the material given to the Technical Advisory Committee (TAC).**

<b>Threshold Criteria</b>
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<u><b>Criteria:</b></u>	<b>Yes</b>	<b>No</b>
A. Eligibility for federal or local funds as described under Eligible Applicants and Activities on page 3 of the Housing Projects Application Overview	<input type="checkbox"/>	<input type="checkbox"/>
B. Consistency with Consolidated Plan Strategies and Objectives for 2015-2019	<input type="checkbox"/>	<input type="checkbox"/>
C. If projects serves homeless persons, project is consistent with a goal in the Snohomish County Continuum of Care Homeless 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**

**If Yes, Proceed to Evaluation Below.**

**BONUS POINTS:**

- I. ***NON-SMOKING POLICY (For Capital Multi-family Rental Housing Projects only) - Apply 5 point bonus if applicant has demonstrated that it has a non-smoking policy for the property the applicant is seeking funds. The policy must meet all of the following criteria to receive the Bonus points:***

***Non-Smoking Policy***

0= Non-smoking policy not provided, or the policy does not address all of the following criteria.

5= Provided detailed non-smoking policy that addresses all of the following criteria:

- a) The non-smoking policy must be available in writing
- b) The non-smoking policy must apply to all residential dwellings and common areas (community room, utility room, etc.) associated with the project
- c) The non-smoking policy must be consistent with all local, state and federal laws or ordinance associated with tobacco smoking in residential and public areas
- d) The applicants non-smoking policy must outline a resident/occupant outreach plan that verifies that tenants have been made aware of the non-smoking policy on the premise and that notices of such a policy is or will be available in common areas of the residential building, if the property has common areas

<b>Non-Smoking Policy Points (0 or 5) _____</b>
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**TOTAL BONUS POINTS AWARDED: \_\_\_\_\_**

## EVALUATION CRITERIA

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

Total points for all types of applications may 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. ORGANIZATIONAL CAPACITY - Apply 0 to 5 points taking into consideration the items listed below:**

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

##### ***Staffing Capacity***

- 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.

**1a POINTS: \_\_\_\_\_**

- b) Applicant demonstrates the ability to successfully implement, manage and sustain the project, given its complexity, and comply with Federal and local 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.

##### ***History of Project Management***

- 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)

**1b POINTS: \_\_\_\_\_**

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

##### ***Financial Management Capacity***

- 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

**1c POINTS:** \_\_\_\_\_

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

**Data Collection and Outcomes Reporting**

<b>HMIS Mandated Projects</b>	<b>Data Collection and/ or (as applicable) WBARS, Annual reports</b>
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.

**1d POINTS:** \_\_\_\_\_

e) 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, for the length of commitment.

***Capacity for Operation and Maintenance of Project/Program***

- 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

1e POINTS: \_\_\_\_\_

**Section 1 Total Points: Organizational Capacity \_\_\_\_\_**  
(Max = 25 Capital Multi-family Housing)  
(Max = 25 Homeownership Multi-unit Development)

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

- a) 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.

***Design and Scope of Work***

- 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

2a POINTS: \_\_\_\_\_

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

***Design and Location***

- 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.

2b POINTS: \_\_\_\_\_

- c) 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.

***Target Population and Service Availability***

- 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

**2c POINTS:** \_\_\_\_\_

- d) Project is consistent with 2015-2019 Consolidated Plan, Continuum of Care Homeless Plan, Comprehensive Plan/Housing Element, local community development plans, and other relevant plans as identified in the Application instructions.

**Consistency with Community Development**

- 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, but project is in a category that is at or near the 2015-2019 Consolidated Plan Affordable Housing Objectives target goals.
- 5= Clear evidence provided that the proposed project is consistent with the above mentioned policies and plans. Identifies how the project meets unmet Affordable Housing Objectives target goals in the 2015-2019 Consolidated Plan and other plans. Detailed description of other development and/or capital improvements occurring in the community

**2d POINTS:** \_\_\_\_\_

**Section 2 Total Points: Project Soundness** \_\_\_\_\_  
 (Max = 20 Capital Multi-family Housing)  
 (Max = 20 Homeownership Multi-unit Development)

**3. FINANCIAL FEASIBILITY - Apply 0 to 5 points taking into consideration the items listed below:**

- a) For Capital Multi-family Housing projects, development budgets and operating proforma estimates and costs are reasonable and thorough and well supported or justified. Project financial structure is well developed and realistic and financially viable and sustainable over time. For non-capital projects, the program budgets are thorough and financially viable. Proposed developer and/or administrative fees are reasonable. Budget forms are consistent, accurate, and thorough.

**Budget**

- 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

**3a POINTS:**\_\_\_\_\_

- b) Operating pro-forma for Capital Housing projects indicates sufficient cash flow and reserves to maintain and operate the project in a prudent and responsible manner for the length of commitment, operating pro forma indicates on-going financial viability and sustainability, including keeping the property in good repair. Proposals adequately provide a compelling rationale for the need for the subsidy and address long term plans for on-going sustainability for the length of the project's affordability commitments.

***Availability of Operational Resources (For Capital Multi-family Housing Projects Only)***

- 0= No evidence provided that indicates sufficient cash flow and reserves to maintain and operate project
- 1= Cash flow and reserves are sufficient to start project but not clear if they will be enough to sustain project operation and maintenance OR deficits projected that may need additional future financial operating support
- 3= Evidence provided that the project has sufficient projected cash flow and reserves for a shorter period than the contract term
- 5= Clear, strong evidence provided that the operating budget is realistic and thorough with sufficient project cash flow and reserves are projected to maintain and operate the project for the full length of the commitment OR if deficits exist, there is a clear plan to address them

**3b POINTS:**\_\_\_\_\_

- c) 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 Multi-unit Development projects, there is demonstrated capacity to serve and document income eligibility for program participants.

***Consistency with Affordability Requirements***

- 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 Multi-unit Development projects 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 Multi-unit Development projects 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 Multi-unit Development projects programs clear evidence and prior experience with income eligibility documentation

**3c POINTS:**\_\_\_\_\_

- d) 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.

**Leverage**

- 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

**3d POINTS:**\_\_\_\_\_

- e) Documentation of conditional and committed funds as evidence of funder commitment to the project.

**Documentation of Funds**

- 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

**3e POINTS:**\_\_\_\_\_

**Section 3 Total Points: Financial Feasibility** \_\_\_\_\_  
 (Max = 25 Capital Multi-family Housing)  
 (Max = 20 Homeownership Mult-unit Development projects)

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

- a) 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, Continuum of Care Homeless Plan, 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.

**Needs Assessment**

*(Weighted twice for Capital Housing and Weighted three times for Homeowner Multi-unit Development)*

- 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

**4a TOTAL POINTS: \_\_\_\_\_**

- b) 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.

**Project Scope**

*(Weighted twice for Capital Housing and weighted three times for Homeowner Multi-unit Development)*

- 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

**4b TOTAL POINTS: \_\_\_\_\_**

**Section 4 Total Points: Community Need and Benefit \_\_\_\_\_**  
 (Max = 20 Capital Rental Housing)  
 (Max = 30 Homeownership Multi-unit Development projects)

- 5. ***READINESS TO PROCEED - Please only complete the “Capital Multi-family Rental Housing Project” Section OR the “Homeownership Multi-unit Development projects” Section. Do NOT complete both sections. Apply 0 to 5 points taking into consideration the items listed below.***

**Capital Multi-family Rental Housing Projects**

- a) Project schedule is thorough and realistic, and cash-flow projections indicate that all proposed and conditional funds will be committed within one year of County award, and that the project has an achievable construction start date, and the project can be completed within two years of the contract execution date;

**Project Timeline (Weighted Twice)**

- 0= Project schedule incomplete or not achievable
- 1= Mentioned that the project would be implemented but did not specify how or when
- 3= Provided thorough and realistic schedule, but construction start scheduled for more than 1.5 years from date of funding award
- 5= Provided detailed and achievable project implementation plan, including start up time and anticipated time to reach completion; can commence construction in approximately one year from date of funding award

**5a POINTS:\_\_\_\_\_**

- b) Issues of site control, zoning, special permits and licensing are identified and can be resolved in a timely manner.

***Licensing and Zoning***

- 0= Identified potential zoning, special permits and/or licensing issues not provided
- 1= Identified potential zoning, special permits and/or licensing issues, but did not adequately address how they will be satisfied
- 3= Identified potential zoning, special permits and/or licensing issues but did not present a plan for resolution of all issues that could hinder the project
- 5= Provided description of zoning, special permits and/or licensing issues and presented a timetable of when and how each issue would be satisfactorily resolved

**5b POINTS:\_\_\_\_\_**

- c) The Applicant has recognized and planned for possible environmental and land use issues that could delay the project or impact the project budget or feasibility.

***Environmental and Land Use Issues***

- 0= No information presented on possible environmental or land use issues; OR the proposed project is incompatible with no possible timely resolution of these issues OR environmental supplement application materials are incomplete or unclear
- 1= Environmental or land use issues are identified but no plan to resolve these issues was presented; environmental supplement application materials are provided, but lack sufficient detail, attachments provided are unclear or need significant revisions
- 3= Identified environmental or land use issues, but did not present a plan for resolution for all the issues; environmental supplement is complete but details provided need clarification, attachments are included but need minor adjustments
- 5= Identified environmental or land use issues AND presented a timetable of when and how each issue would be resolved to allow the project to meet the schedule and budget; environmental supplement application materials are clear and complete and all required attachments are clear and thorough

**5c POINTS:\_\_\_\_\_**

- d) The project has a realistic, thorough and achievable project schedule, identifying all key milestones (i.e. site acquisition, design, environmental reviews, permitting, financing, relocation, construction, etc.) needed for timely completion of the project.

***Project Planning and Schedule***

- 0= The project schedule is not complete or is not achievable

- 1= The project schedule has significant issues that will make project completion per the schedule difficult, or there is insufficient information to determine how the schedule can be achieved
- 3= The project schedule appears realistic and thorough, but there are unknowns that could cause delays in project completion
- 5= The project schedule is thorough and detailed, with realistic timeframes to achieve successful completion on time

**5d POINTS:\_\_\_\_\_**

**OR Homeownership Multi-unit Development projects:**

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

***Fund Expenditure (Weighted three times)***

- 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

**5a POINTS:\_\_\_\_\_**

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

***Marketing Plan (Weighted twice)***

- 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

**5b POINTS:\_\_\_\_\_**

**Section 5 Total Points: Readiness to Proceed \_\_\_\_\_**  
 (Max = 25 Capital Housing)  
 (Max = 25 Homeownership Multi-unit Development)

**TOTAL ALL POINTS \_\_\_\_\_**  
 (Max = 120 Capital Housing)  
 (Max = 120 Homeownership Multi-unit Development projects)