

2025 RHTF Application Scoring

Agency: _____

Submitted By: _____

Scored By: _____

- First Time Applicant
- Returning Applicant
- New Construction

Is this project recommended for funding? Yes No

Estimated Unit Count: _____

RHTF 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	62	_____
Financial Design	61	_____
Ready to Proceed	40	_____
KHC Analysis	(Point Deduction)	_____
<i>Total</i>		_____

Comments: _____

Final Score: _____ / 163 = _____ %

2025 RHTF Application Checklist

Applicants must have the following attachments:

- Summary of Sources and Uses Spreadsheet
- IRS 501 (c)(3) Determination Letter
- Resume of ONE staff person working with program

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.

Total Point Deduction _____

SECTION THREE: PROGRAM DESIGN- 62 Max. Points

(PD Question 1-1a) 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 2) Applicant selected a minimum of two priorities (5 pts. max):

- 5pts. Yes
 - Project will create new housing supply
 - Project is located in rural areas with significant job growth
 - Project will serve counties shown to have a housing supply gap based on KHC's gap analysis
 - Project will include contributions from local government, local employer, economic development entity, and/or philanthropic organization
- No- Application not eligible for funding.

(PD Question 2a) Applicant described how their project will address the selected priorities (5pts. max):

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

Applicant identified at least 2 priorities described in detail.

Applicant identified 2 priorities somewhat described.

Applicant identified 2 priorities, but description lacked sufficient detail.

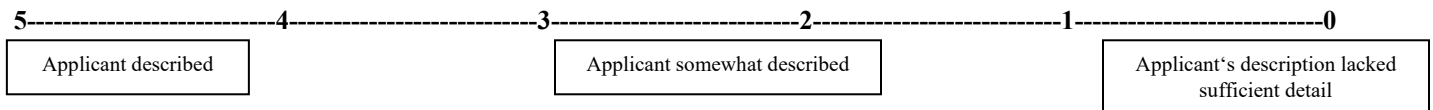
(PD Question 3) Applicant described organization’s experience with homebuyer projects (including rate of success with project completion and unit completion totals.) (10 pts. max)

- 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 4) 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

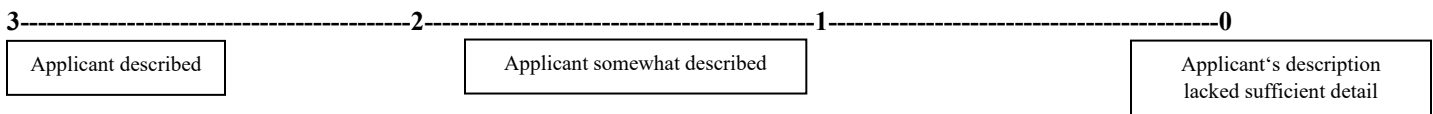
(PD Question 5) Applicant described project, including information about the targeted geography and surrounding neighborhood, characteristics, and other relevant program information (5 pts. max)



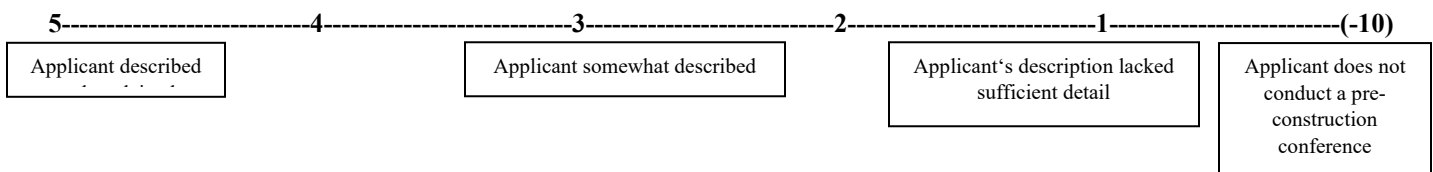
(PD Question 6) Number of units proposed with application (4 pts. max)

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

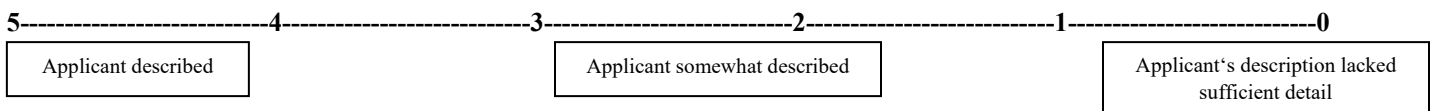
(PD Question 7) Applicant listed and describes relationships with mortgage lender(s) that homebuyers may utilize. (3 pts)



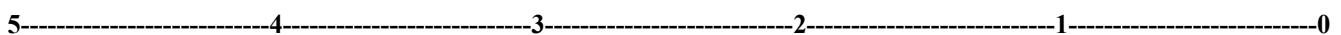
(PD Question 8) Applicant described pre-construction conference process, including participants and topics discussed (5 pts. max)



(PD Question 9) Applicant described in detail the organization’s construction design plans as it pertains to new construction (e.g., factory-built homes, modular construction, stick built, etc. and listed designs already approved by KHC Design & Construction review (5 pts)



(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)



Applicant described

Applicant somewhat described

Applicant's description lacked sufficient detail

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

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

SECTION FOUR: FINANCIAL DESIGN- 61 Max. Points

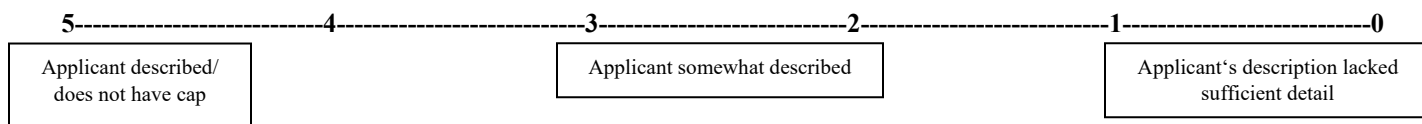
(Summary of Sources and Uses attachment) Applicant's Summary of Sources and Uses appears to be correct (30 pts. max)

- 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.

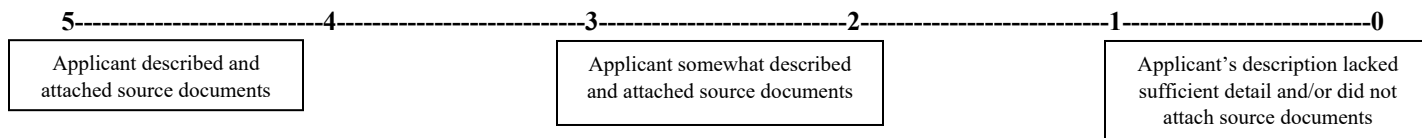
(FD Question 1) Applicant identified anticipated direct subsidy amount (3 points)

- 3pts. Yes
- 0pts. No

(FD Question 2-2a-2b) Applicant uses an agency-imposed cap on each unit's direct homebuyer assistance amount. (5 pts. max)



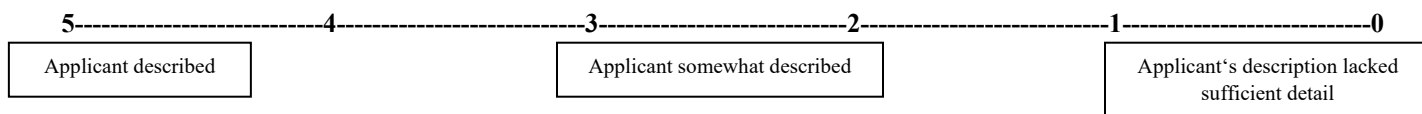
(FD Question 3) Applicant describes procedures in place to ensure affordability if a unit needs more assistance than the maximum amount available and has documented sources available. (5 pts. max)



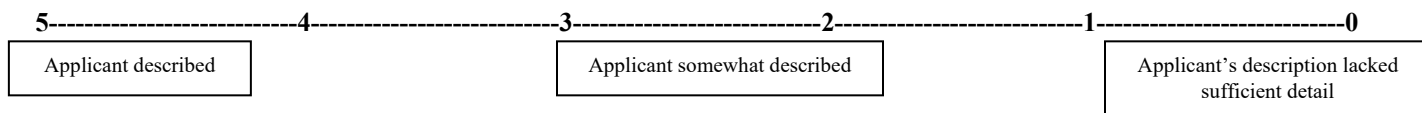
(FD Question 4) Applicant proposes to serve a diversity of household income ranges (3 pts. max)

- 3 pts. Yes
- 0 pts. No

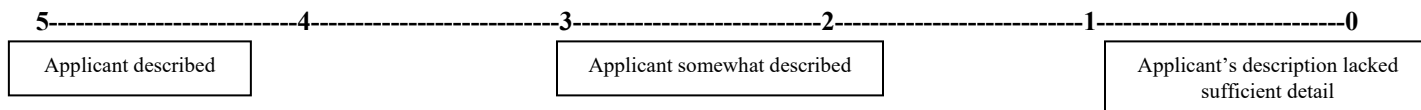
(FD Question 5) Applicant describes their policy regarding need for subsidy/assistance (5 pts. max)



(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)

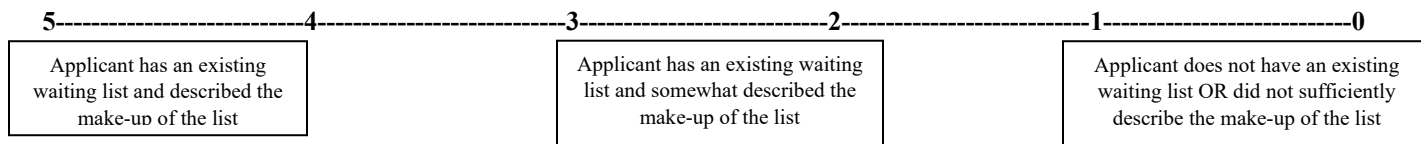


SECTION FIVE: READY TO PROCEED- 40 Max. Points

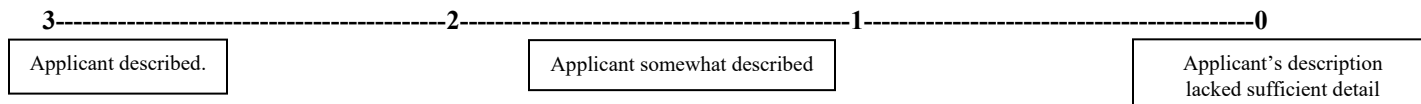
(RTP Question 1) Applicant describes site control status for the project, including control of land for development, purchased lots and/or units acquired for rehab. (5 pts. max)

- 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

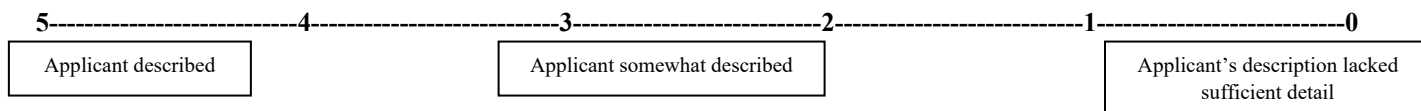
(RTP Question 2-2a) Applicant has an existing waiting list and describes the make-up of the list, including household income-eligibility based on third-party verifications. (5 pts. max)



(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 2025 RHTF 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
- 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
- 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 program
- 3 pts. Person has 1-2 years of experience administering a homebuyer program
- 1 pt. Person has less than 1 year of experience administering a homebuyer program
- 0 pts. Person has no experience administering a homebuyer program

- 2 pts. Person has experience administering KHC HOME, AHTF, and/or RHTF projects
- 0 pts. Person has no experience administering KHC HOME, AHTF, and/or RHTF projects

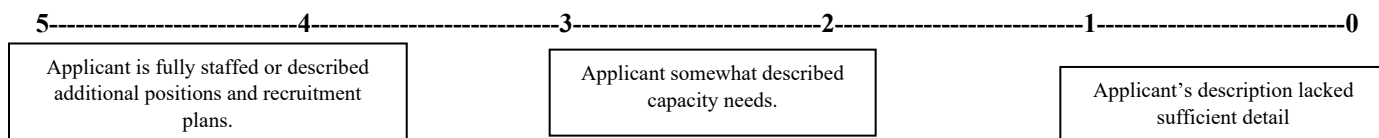
(RTP Question 7) Has the applicant had staff turnover in the past 24 months in their housing programs or administrative/executive staff? (**deductions** up to -5 pts. max)

- 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 workforce capacity to carry out proposed activities. (5 pts. max)



(RTP Question 9) 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 10) 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 10a) 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 -20 pts.)

Comments:

Total Point Deduction _____