



Scoring

If an application meets all applicable requirements, it will be evaluated and scored based on:

Scoring Category	Points Possible
Project Characteristics	50
Readiness	15
Capacity	20
Financing	10
Unique Features	5
Completeness Bonus	5
Total Possible Points	105

No award shall be made to any applications that score below 80 points. When there is a scoring criteria based on the county being served and there are multiple counties, the applicant should add up the scores from each county and average them, rounding to the nearest whole number.

Project Characteristics

Category Maximum Points Possible: 50

This scoring category describes the proposed OOR project. There are 50 total possible points for this scoring category. The points can be achieved through the following sub-categories: Constituency Served, Targeted Population, Comprehensive Community Development, and Services.

1) Constituency Served

Maximum Number of Points: 8

If the development commits to serving beneficiaries in IHCD-assisted units with maximum incomes lower than required by the CDBG program and maintains housing costs at affordable rates, points will be awarded in accordance with the following chart. Percentages are of the area median income (AMI) for the county in which the development is to be located. Awarded recipients will be held to the unit commitment in their award agreement. Changes to the AMI levels will require prior IHCD approval.

Constituency Served	Points
40% of Population served at or below 30% AMI	8

2) Targeted Populations

Maximum Number of Points: 20

Points will be awarded to applicants that target populations with special housing needs in accordance with the following charts. A project may address up to two types of populations in one OOR project and therefore may receive points from more than one chart. Details of the target populations can be found within this section. Specific definitions can be found in the Glossary.

Target Population: Aging in Place	Points
100% of Population served 55 and Older and/or Disabled	20
0% - 50% of Population served 55 and Older and/or Disabled	10



web: ihcda.in.gov | **phone:** 317.232.7777



Aging in Place (AIP) refers to making our living environment safe and adaptable so that everyone can remain independent and continue to thrive in their homes and community even as circumstances change. Therefore AIP not only refers to elderly persons but also to persons with physical and mental disabilities.

In order to receive points for AIP OOR projects must satisfy the following criteria:

- Households will qualify for the AIP target population if there is at least one elderly person living in the home or if there is at least one physically or mentally disabled person living in the home.
- The modifications made to the home with IHCD AIP funding must be for accessibility, livability, and visitability.
 - Submit a narrative explaining the specific proposed OOR improvements for the AIP project and how these improvements will enhance accessibility, livability and visitability. Attach in Tab J.

Target Population: Families with Children	Points
100% of Population served is families with Children	15
0% - 50% of Population served is families with Children	10

Target Population: Other	Points
100% of Population served does not fall under the above categories.	10
0% - 50% of Population served does not fall under the above categories.	5

- 3) *Comprehensive Community Development* *Maximum Number of Points: 10*
Points will be awarded to applicants whose projects contribute to the revitalization of existing areas. Points will be awarded based on the chart below.

Comprehensive Community Development	Points
An explanation of how this project is part of a larger revitalization effort.	1
Evidence that this project is part of a comprehensive revitalization or development plan.	5
The OOR project is located in a targeted area.	1
Adoption of the plan by a Local Unit of Government.	2
A letter from the highest elected local official certifying that the OOR project will assist in the revitalization of the specific neighborhood or area.	1

OOR projects with a Comprehensive Community Development focus are a part of a broader, more comprehensive approach to area improvement. These projects have the capability of contributing to fundamental change to the character of a targeted area. Further explanation of the points categories are explained:



web: ihcda.in.gov | **phone:** 317.232.7777



In order to receive points under the Comprehensive Community Development scoring sub-category, the applicant must submit the following:

- An explanation of how this project is part of a larger revitalization effort should be explained in the Narrative and Need section of the application. You should include information regarding target size, a plan, the efforts already completed or underway, local support for this and other projects in the revitalization efforts, funding commitments, what is the intended impact and how impact will be measured, etc.
- Evidence that this project is part of a comprehensive revitalization or development plan. Ideally this will be a comprehensive or revitalization plan for the town/city where the project is located. The plan must be no older than five years and should include: (a) a target area, (b) detailed policy goals, which must include the rehabilitation of owner-occupied homes, (c) implementation measures along with specific, current, and ongoing time frames for the achievement of such policies and housing activities, (d) an evaluation of current area conditions.
 - Submit the following in Tab J:
 - Copy of the entire plan;
 - A short narrative about the efforts that lead to the creation of the plan and how the need for owner-occupied rehabilitation was identified as an area need to be included in the plan;
 - A bulleted list that includes page numbers of where to find:
 - References to the need for affordable owner-occupied rehabilitation in the project target area
 - An evaluation of current area conditions
 - Public participation

The following will not be considered for points as eligible plans for this category: short-term work plans, consolidated plans, municipal zoning plans, or land use plans, plans that are older than five years old and plans that do not reflect the current target area conditions.

- Target Area - Submit a scaled map that includes the project area boundaries and the specific OOR sites with a map key labeling the site addresses. Clearly label the boundaries and indicate the size of the target area. Attach in Tab J.
- Evidence of Adoption - Submit a copy of the resolution by the Local Unit of government adopting the plan. Attach in Tab J.
- Local Support – Submit a letter from the highest elected local official certifying that the OOR project will assist in the revitalization of the specific neighborhood or area. Attach in Tab J.
- Partnerships - These funding commitments or major investments should not be received solely from the development of other IHCDA funded projects. Generally, the overall development plan should include municipal support, private investment and/or private sector commitments to the redevelopment area.

4) Services

Maximum Number of Points: 12

Points will be awarded to applicants whose projects contribute to the overall quality of life for the beneficiaries of the proposed OOR project. Points will be awarded based on the chart below.



web: ihcda.in.gov | **phone:** 317.232.7777



Level of Services	Points Possible
Level 1 Services: Up to three services at one point each.	3
Level 2 Services: Up to three services at two points each.	6
Level 3 Services: Up to three services at four points each.	12

In order to receive points for this scoring category, the applicant must submit:

- Form A: Homeowner Investment Plan Matrix listing all services for the entire proposed OOR program (found at the end of this Application Package);
- Form B: Homeowner Investment Plan Matrix for EACH service provider with original signatures (found at the end of this Application Package);
- A brief narrative explaining how these services will enhance the targeted population for the proposed OOR project.

Readiness

Category Maximum Points Possible: 15

This category describes the applicant's ability to begin and timely execute an awarded project.

1) *Client Intake*

Maximum Number of Points: 10

Points will be awarded to applicants that have already begun the client intake process, according to the chart below. If the applicant, sub-recipient, or administrator has already begun client intake, submit a copy of the client intake list in Tab K.

% of Assisted Units	Points
25 - 50% of the units	6
51 - 75% of the units	8
76 - 100% of the units	10

2) *Contract Bidding*

Maximum Number of Points: 2

Points will be awarded to applicants that have advertised a notice for bids for prospective contractors to assist all units that will be served by the program. Provide a copy of the bid notice in Tab K.

3) *Public Hearing*

Maximum Number of Points: 3

Points will be awarded to an applicant who has held a public hearing. In order to receive points, the applicant must demonstrate that a public hearing was held with a minimum attendance of 10 people from the public. The applicant, sub-recipient, and administrator staff or board members will not be counted to meet the minimum attendance requirements.

In order to receive points in this category the applicant must provide in Tab K:

- Original tear sheet or original publisher's affidavit of legal notice that includes the date of the public hearing and the date of notice publication. Under Indiana Code (I.C. 5-3-1-2 (B)) there must be a minimum of one legal notice at least ten (10) calendar days prior to the public hearing.
- Describe methods used to solicit participation of low and moderate-income persons.
- A copy of the sign-in sheet.



web: ihcda.in.gov | **phone:** 317.232.7777



- A copy of the minutes of the public hearing, which must include the date and time of the meeting, the name and title of the person running the meeting and anyone who presented at the meeting, and all content posed to the public.
- Describe any comments/complaints received and responses to the comments/complaints.

Capacity**Category Maximum Points Possible: 25**

This category evaluates the applicant's ability to successfully carry out the proposed OOR project based on trainings, certifications and/or experience in housing or community development.

1) Training*Maximum Number of Points: 5*

Points will be awarded for a member of the applicant, sub-recipient or administrator staff who has completed a housing or community development related training in the past 24 months. Two points will be awarded for the first training and one point per additional training, up to five points possible. Attach copies of the training completion certificate in Tab L.

Training	Points
Housing or community development related training	2 for the first training, 1 point for each additional training up to 5 points

2) Certification*Maximum Number of Points: 10*

Points will be awarded for a member of the applicant, sub-recipient or administrator staff who has completed the following certifications within the past three years. Five points awarded for the Certified Aging-in-Place Specialist certification. Two and a half points will be awarded for all other certifications, up to ten points. Attach copies of the certification completion in Tab L.

Certification	Points
Certification from one of the certifications listed below	5 points for the Certified Aging-in-Place Specialist certification, 2.5 points for all other certifications, up to 10 points

Certification	Sponsoring Organization
Project Development Training	Indiana Association for Community and Economic Development (IACED)
Housing Development Finance Professional	National Development Council (NDC)
Community and Neighborhood Revitalization Certificate	NeighborWorks America
Bank of America Neighborhood Builder® Leadership Program	The Center for Leadership Innovation
Certified Aging-in-Place Specialist	National Association of Home Builders (NAHB)
CDBG Grant Administration Certification	Office of Community and Rural Affairs, State of Indiana



web: ihcda.in.gov | **phone:** 317.232.7777

3) *Experience**Maximum Number of Points: 5*

Points will be awarded for a member of the applicant, sub-recipient or administrator staff with successful experience in administering an IHCD OOR award in the past five years. In order to qualify for points, there cannot have been findings upon monitoring and the awards must be closed out. Please list the award numbers in the application forms.

Experience	Points
Applicant, sub-recipient or administrator staff member with experience administering at least two IHCD OOR awards in the past five years with no findings upon monitoring.	2 for the first staff member, 1 point for each additional staff member, up to 5 points

4) *Previous Awards**Maximum Number of Points: 5*

Points will be awarded to an applicant where the applicant, sub-recipient, AND administrator have not had any monitoring findings and who have expended award funds in a timely manner for all IHCD awards in the past five years. Timely expenditure of funds includes lack of award extensions.

Financing**Category Maximum Points Possible: 10**1) *Public Participation**Maximum Number of Points: 5*

Points will be awarded to applicants whose proposed project has received a firm commitment of other public funds. A "firm commitment" means that the funding does not require any further approvals. "Public funds" include federal, state, or local government funds. This can include funds awarded from other federal or state agencies, the Federal Home Loan Bank, or waivers resulting in quantifiable cost savings that are not required by federal or state law.

Points will be awarded based on the Amount of Public Participation Funding/Total Project Costs:

% of Total Development Cost	Point(s)
.50% to .99%	1
1.00% to 1.99%	2
2.00% to 2.99%	3
3.00% to 3.99%	3.5
4.00% to 4.99%	4
Greater than 5.00%	5

In order to qualify for points in this category the applicant must submit in Tab M a letter from the appropriate authorized official approving the funds. The letter must include (a) a description of the type of approved funding for the proposed project and (b) the amount of funding.

2) *Leveraging of Other Sources**Maximum Number of Points: 5*

Points will be awarded to applicants whose proposed project has received a firm commitment to leverage other funding sources. A "firm commitment" means that the funding does not require



web: ihcda.in.gov | **phone:** 317.232.7777



any further approvals. "Other funding sources" include (but are not limited to) private funding, funds from a local community foundation, donations, etc.

Points will be awarded based on the amount of Other Funding Sources Leveraged/Total Project Costs:

% of Sources	Point(s)
11 - 15%	2
16 - 20%	4
21 - 30%	6
31 - 40%	8
41% or more	10

In order to qualify for points in this category the applicant must submit in Tab M a letter from the appropriate authorized official approving the funds. The letter must include (a) a description of the type of approved funding for the proposed project and (b) the amount of funding.

Unique Features & Bonus

Category Maximum Points Possible: 10

1) Unique Features

Maximum Number of Points: 5

Points will be awarded to applicants that offer unique features that contribute to each of the beneficiary units of the proposed OOR project. Unique features should be a creative addition to the proposed OOR program. They should enhance the overall character of the project, improve the homeowners' and the community's quality of life, health, and/or safety. Unique features can be included in the financial structure of the project, involve members of the community, include items specific to the target area/project location or could include special services offered to the population served.

Points are awarded relative to other projects being scored during each application cycle and are awarded in IHCD's sole and absolute discretion. The following chart sets forth the anticipated percentage of applications that will receive points using a maximum of 5 points.

% of Applications	5%	8%	12%	16%	18%	16%	12%	8%	5%
Points	5	4.5	4	3.5	3	2.5	2	1.5	1

In order to receive points in this category, the applicant must submit in Tab N a narrative summary in of the proposed unique features. Features receiving points in other sections of this application will not be considered for Unique Feature points.



web: ihcda.in.gov | phone: 317.232.7777