

NOFA #2024-HOD Scoring Criteria

Applicants must meet a minimum number of points in each scoring category, listed in the table below. To promote equity and access across Oregon, qualified Rural, Emerging, and Small developers, and those with a demonstrated commitment to equity as referenced in section 5.2 of the NOFA (RESCE) will have a lower minimum threshold. Additional details on each criterion are included in the following sections.

Criteria	Points	Minimum Required	RESCE Required	Total Possible
Development Capacity				
Reasonableness of Pipeline	2	10	8	12
Organization Capacity	3			
Staff Capacity	3			
Financial Stability and Capacity	4			
Gap Mitigation Narrative (optional)	2			
Guarantee (optional)	3			
Development Experience				
Organization Experience	3	10	8	14
Staff Experience	5			
Staff Turnover	2			
Partnerships	3			
PDCB Recipient	1			
Gap Mitigation Narrative (optional)	2			
Guarantee (optional)	2			
Equity and Community Engagement				
Organizational Equity, Diversity, and Inclusion	4	15	13	23
Target Communities	5			
Reaching Underrepresented Homeowners	5			
Community Centered Design	3			
Buyer Education and Support	4			
MWESB	2			
Financial Viability				
Evaluation of Proforma, Sources, and Uses	5	8	7	11
Cost Effectiveness	3			
Market Volatility Planning	3			
Project Details				
Project Description	3	17	12	31
Site Review Checklist	3			
Access to Amenities	5			
Service to the Community	2			
Geographic Target Area	2			
Innovation, Efficiency, and Replicability	3			
Additional Site Specifics	13			
Stewardship Experience				
Ground Lease	2	7	6	9
Home price and mortgage products	5			
Documentation and Processes	2			

Detailed Scoring Criteria

Applicants may use the detailed scoring criteria below to understand how their projects will be scored. In the application, applicants will be asked to score themselves based on this table. The numbers in the Points column indicate possible scoring criteria. If the numbers are alone (such as 0, 1, 2) the applicable Evaluation criteria are a scale and the applicant will be assigned one of those scores. If the numbers have a plus sign (such as +1), the applicant will receive the points if the associated evaluation criteria is true.

Criteria	Description	Evaluation	Points
Development Capacity (12 points)			
Reasonableness of Pipeline (2 points)	The applicant demonstrates a reasonable pipeline of projects in different construction phases that do not demonstrate ongoing delays or a risk of delays caused by a bottleneck. Applicants will be evaluated on the dispersal of projects in the pre-development, site work, vertical construction, and sales phases of construction.	The applicant provides a healthy development pipeline that is dispersed among the various phases of development.	2
		The applicant provides a development pipeline that is not optimally dispersed but does not raise concerns OR the applicant qualifies as RESCE and does not have more than 2 projects in the site work or vertical construction phases.	1
		OHCS identifies issues with the current pipeline including but not limited to major delays or too many projects in the site work or vertical construction phases.	0
Organization Capacity (3 points)	The applicant has an established development history that supports the current pipeline including the proposed project.	The applicant demonstrates successful management of a similar workload OR has demonstrated sufficient growth to justify the current workload.	3
		The applicant demonstrates successful management of workloads but not enough to justify this project OR applicant qualifies as an emerging developer and has fewer than 30 total homes in the site work, vertical construction, and sales phases of the pipeline.	2
		The applicant demonstrates successful management of workloads but OHCS has minor concerns with the difference between the current and past workloads or timelines with workloads of similar size.	1
		The applicant does not demonstrate successful management of workloads OR OHCS has major concerns with current workload.	0
Staff Capacity (3 points)	The applicant demonstrates sufficient staff capacity including the proposed project. <i>Additional Documentation: Project Manager Bios</i>	Each project manager has no more than 3 ongoing projects in active development within their portfolio.	+1
		Project managers are qualified for and have the experience to manage the size and difficulty of the projects assigned to them.	+1

		Project managers are not filling multiple roles (or if they are, they have a sufficiently reduced workload).	+1
Financial Stability and Capacity (4 points)	The applicant displays successful fiscal practices and a record of financial stability and capacity. <i>Additional Documentation: Financial statements for the last 2 years (audited preferred)</i>	Statements are audited with no major findings or successful resolution of findings (½ point per year).	+1
		Current ratio is above 1 (½ point per year).	+1
		Debt to net asset ratio is under 0.8 (½ point per year).	+1
		Organization is not operating in a deficit and revenues are equal to or greater than expenses (½ point per year).	+1
Gap Mitigation Narrative (optional) (2 points)	The applicant may submit a narrative identifying any gaps in the organization or staff experience/turnover and explaining how those gaps are being addressed to mitigate risk to the project. The mitigation steps and tools may not be duplicative with any other factor that has earned points in this category such as the resolution of an audit finding (ie an applicant may not earn points twice for the same thing).	Applicants may “earn back” 1 point per scoring criterion for up to 2 criteria. No points will be awarded for scoring criteria which have already been awarded full points. For example, a narrative detailing steps to reduce staff workload will not score points if the applicant received the full 3 points in that section (ie an applicant may not earn more than the maximum points in any one category).	2
Guarantee (optional) (3 points)	The applicant may provide a financial guarantee or performance bond for the construction phase of the project. The guarantee can be for the LIFT loan or the construction loan. Applicants with a guarantee will earn 3 additional points in the Developer Capacity category. <i>Additional Documentation: Proof of guarantee</i>		3
Development Experience (14 points)			
Organization Experience (3 points)	The applicant shows a demonstrated history of developing projects of similar size, scope, and schedule to the proposed project.	The applicant has substantially completed at least 3 projects including one project of similar size, scope, and schedule OR has completed at least 5 projects demonstrating growth that justifies this project.	3
		The applicant has substantially completed at least 1 project of similar size, scope, and schedule OR has completed 5 or more projects in total that do not demonstrate growth to justify the project.	2
		The applicant has substantially completed between 1 and 4 projects and none are of similar size, scope, and schedule OR OHCS has concerns about developments that would otherwise qualify for a higher score, such as major delays.	1
		The applicant has not completed any development projects OR OHCS has significant concerns about development history.	0
Staff Experience (5 points)	The applicant employs experienced staff with demonstrated and relevant development experience to the proposed project.	Applicants will earn 1 point for each role filled with at least 5 years’ experience and ½ point for each role filled with at least 3 years’ experience, up to a maximum of 5 points. Consultants or contractors may also be used to fill these roles. 1 point will be	5

	<i>Additional Documentation: Staff/Consultant Bios, Contracts if applicable</i>	awarded for consultants or contractors if there is a contract already in place.	
Staff Turnover (2 points)	The applicant shows stability and/or growth within their organization's staffing.	There has been no significant turnover in the last 12 months.	+0.5
		There has been no turnover in leadership roles in the last 12 months.	+0.5
		The number of positions in the organization has increased in the last 12 months.	+0.5
		A staff member has been promoted internally with a competitive increase in salary in the last 12 months.	+0.5
Partnerships (3 points)	The applicant has established partnerships that fill gaps or meaningfully benefit the project. Partners included in this section may not also be listed in the staff experience section. <i>Additional Documentation: MOUs from Partners</i>	Applicant has a solid partnership, supported by MOU, contract, or similar agreement, that directly benefits this development project.	+2
		The applicant has more than one solid partnership supported by MOU, contract, or similar agreement, that directly benefits this development. The partners fill different roles in the project.	+1
PDCB Recipient (1 point)	Pre-development and Capacity Building (PDCB) grant recipients will receive one additional point if they are in good standing AND the grant provided capacity funding for a new staff position that is currently still filled OR the grant provided pre-development funding for the project being proposed in this application.		1
Gap Mitigation Narrative (optional) (2 points)	The applicant may submit a narrative identifying any gaps in the organization or staff experience/turnover and explaining how those gaps are being addressed to mitigate risk to the project. The mitigation steps and tools may not be duplicative with any other factor that has earned points in this category such as consultants used in Staff Experience or partnerships included in the Partnership section (ie an applicant may not earn points twice for the same thing).	Applicants may earn back 1 point for the Organization Experience category and 1 point for either the Staff Experience or Staff Turnover categories. No points will be awarded for scoring criteria which have already been awarded full points. For example, a narrative detailing a mitigation strategy for turnover of the executive director will not score points if the applicant received the full 2 points via the other scoring criteria (ie an applicant may not earn more than the maximum points in any one category).	2
Guarantee (optional)	The applicant may provide a financial guarantee or performance bond for the construction phase of the project. The guarantee can be for the LIFT loan or the construction loan. Applicants with a guarantee will earn 2 additional points in the Developer Experience category.		2
Equity & Community Engagement (23 points)			
Organizational Equity, Diversity, and Inclusion	The applicant demonstrates steps being taken toward diversity, equity, and inclusion within their organization. Applicants will be asked to provide staff and board	Staff composition is representative of the community served.	+1

(4 points)	demographics and a brief narrative describing a Diversity, Equity, and Inclusion policy that has been implemented in the past 2 years and how the policy’s effectiveness has been evaluated. Staff and board make-up will be considered in relation to the county in which the project is being developed. Regardless of county population, a minimum of one board or staff member who is representative of any target population will be required to receive points.	Board is representative of the community served.	+1
		Applicant gives a specific example of a DEI policy that they have implemented	+1
		Applicant describes how the DEI policy effectiveness has been evaluated.	+1
Target Communities (5 points)	Applicants will explain how their project supports populations that are underrepresented as homeowners. They will be asked to provide details about any target communities they are looking to serve and their track record of serving the community.	Target community is clearly identified	+1
		Reasonable explanation of the target population’s need and how this project can support that.	+1
		Applicant’s track record for serving the target community is at least the county percentage plus ten. For example, if the county percentage of the population is 25%, at least 35% of households served should be that population.	1
		50% or more of households served are underserved low-income populations that have been historically excluded from homeownership opportunities.	2
		20% or more of the project will be set aside for buyers below 60% AMI.	+1
Reaching Underrepresented Homeowners (5 points)	The applicant demonstrates an impactful outreach strategy to identify and serve homeowners who are underrepresented in homeownership opportunities in Oregon.	Homebuyer outreach plan is clearly articulated with specific methods and steps listed.	+1
		Applicant provides examples of culturally responsive outreach.	+1
		Applicant’s outreach plan exceeds expectations, such as including additional cost or time.	+1
		Applicant describes how eligible buyers are identified and selected. The process is equitable and complies with fair housing laws.	+2
Community Centered Design (3 points)	The applicant demonstrates an approach to the project that includes target communities in even the earliest stages of the development.	Applicants describes specific instances of engagement.	+1
		Applicant provides quality examples of how the feedback influenced the design of the project.	+1
		Community members were paid for their time and consultation.	+1
Buyer Education and Support	The applicant demonstrates sufficient effort to educate and support the homebuyer through the specifics of shared-	Applicant provides pre-purchase support in-house or through a partner.	1

(4 points)	equity projects and the general shift in becoming a homeowner.	Applicant describes a robust menu of support for homebuyers, provided either in-house or through a partnership, that includes continued support once the homeowners are in the home.	2
		Applicant describes how the support is culturally responsive.	+1
		Applicant has a specific plan for communicating and educating homebuyers about the shared equity model.	+1
MWESB (2 points)	The applicant demonstrates sufficient efforts to recruit and hire minority, women owned, or emerging small businesses.	Applicant includes specific examples of marketing and outreach to qualifying firms.	+1
		Applicant demonstrates how that outreach will be culturally relative.	+1
Financial Viability (11 points)			
Evaluation of Proforma, Sources, and Uses (5 points)	The applicant provides an effective proforma, including sources and uses, that demonstrates that the project is reasonable, financially viable, and properly supported by other financing sources. Evidence may include estimates from contractors, recent receipts for similar work, or similar documentation <i>Additional Documentation: Construction Cost Estimates, Letters of Commitment.</i>	The proforma is detailed, realistic, balanced, and matches construction cost estimates.	+1
		Applicant provides thorough supporting evidence for the costs included in the proforma.	+1
		All financing sources outside of this NOFA are committed.	2
		At least 85% of financing sources outside of this NOFA are committed.	1
		LIFT accounts for less than 50% of project funding.	+1
Cost Effectiveness (3 points)	The applicant takes steps toward cost effective building, cost reduction, and value engineering.	Project costs are less than the RS Means calculated data.	2
		Project costs that are no more than 15% greater than the available RS Means data.	1
		Applicant provides specific and effective cost containment measures.	+1
Market Volatility Planning (3 points)	The applicant demonstrates sufficient planning and financing to successfully manage unforeseen issues and market volatility.	Applicant has additional plans in place beyond budgeting for escalation and contingency.	+1
		Applicant has a minimum escalation of 3%.	+1
		The market volatility narrative demonstrates that the developer has planned for unexpected circumstances to the best of their ability.	+1
Project Details (31 points)			
Project Description (3 points)	The applicant must include a narrative with a project description. This narrative should include information about how the site was selected, how the site plan,	The narrative demonstrates that the developer has exceeded expectations in the development of the project plans to ensure a significant impact to the community.	3

	development type, and home designs were chosen, what benefit the project is providing the community, and any additional details that make the project unique or impactful.	The narrative demonstrates a project that was intentionally selected and designed to provide an impact to the community served.	2
		The narrative provides requested details and contains a sufficient explanation of impact.	1
		The narrative does not explain the project well, provide requested details, or sufficiently articulate impact.	0
Site Review Checklist (3 points)	Applicants have completed the site review checklist and due diligence on the project site to ensure that it is feasible for housing development and will continue to be a stable, safe, and healthy environment for homebuyers. If any issues are found during site review, applicants must also provide a mitigation narrative explaining how their development will consider and handle any risks associated with the site. OHCS reserves the right to deny a project if it has concerns with risks on the review checklist, regardless of overall score in this category. <i>Additional Documentation: Site Review Checklist</i>	Applicants have thoroughly completed the checklist	+1
		There are no major concerns regarding the site, or a sufficient mitigation strategy has been provided	+2
Access to Amenities (5 points)	The project site is located near amenities that are necessary or beneficial to homebuyer.	Applicants will receive 1 point for each category of amenity within ½ mile (or 1 mile for rural applicants) or ½ point for each amenity within 1 mile (or 2 miles for rural applicants) up to a maximum of 5 points.	5
Service to the Community (2 points)	The project includes additional services that will benefit the community beyond the addition of homeownership units. Applicants will earn one point for services that benefit their homebuyers or two points for services that benefit the greater community.	Applicant provides service that benefit the greater community	2
		Applicant provides service that benefit only homeowners of the development	1
Geographic Target Area (2 points)	The project site is located within a locally designated geographic area designated for targeted development, or the developer is otherwise partnered with the locality for a larger development effort. <i>Additional Documentation: Evidence of Target Geography</i>	Applicant successfully demonstrates geographic targeting in partnership with the locality or other key partners. Rural projects will receive full points, as rural geographies are considered a target for OHCS Homeownership Development.	+2
Innovation, Efficiency, and Replicability (3 points)	The applicant uses evidence-based innovation in the project that will improve effectiveness, efficiency, replicability, or quality of the project. <i>Additional Documentation: Additional Evidence (if applicable)</i>	The project includes innovation that is supported by quality evidence that indicates a significant investment/change in the project (such as an innovative construction method).	3
		The project includes innovation that is supported by quality evidence that indicates a minor investment or change in the project (such as an innovative software).	2

		The project includes small-scale innovation that may or may not be supported by evidence.	1
Additional Site Specifics (13 points)	Additional points will be awarded for other project features and additions that align with the goals of OHCS.	The spreadsheet provided will calculate and display points based on a set formula.	13
Stewardship Experience (9 points)			
Ground Lease (2 points)	The applicant has developed a ground lease template that meets the needs of the organization and development which has received approval from trusted counsel. <i>Additional Documentation: Recorded or Draft Ground Lease</i>	The ground lease has been reviewed and approved by a relevant attorney.	2
		The organization is using a Grounded Solutions template or other template that has been developed/used by an experienced shared equity steward but has not been reviewed by appropriate counsel.	1
Home price and mortgage products (5 points)	The applicant provides the planned resale formula and a description of how it aligns with the organization's goals.	Applicant provides a solid resale formula that fits Grounded Solutions standards	+1
		Applicant clearly articulates the connection between the resale formula methodology and the organization's goals.	+1
	The applicant has considered multiple factors when determining initial sales price of the home and can explain all assumptions.	Applicant provides a reasonable methodology and clear assumptions for home pricing.	2
		The home price methodology is reasonable but the assumptions are unclear.	1
Applicant has identified safe, affordable mortgage products for homebuyers with evidence of availability. <i>Additional Documentation: LOIs or term sheets from potential lenders</i>	Mortgage product(s) with terms and relevant information are provided.	+1	
Documentation and Processes (2 points)	The applicant demonstrates sufficient development of the necessary documentation and processes required for long-term management of a ground lease.	The applicant has developed sufficient processes and systems to manage homeowners, transactions, and compliance for all ground leases in the portfolio	+1
		Applicants use a shared and centralized system such as Homekeeper or an Excel document with backup and/or versioning.	+1