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2025 HOME-ARP Non-Congregate Shelter

(NCS) Scoring Criteria

# APPLICATION

Any entity seeking an allocation of HOME-ARP funding must file a Non­ Congregate Shelter ("NCS") application with WCDA. Such NCS Application will be reviewed by WCDA, scored according to the Scoring Criteria, and compared to other Applications to determine if such project should be funded.

# COMPLIANCE

Applicants shall comply with all applicable federal, state, and local laws, including WCDA's Method of Distribution for the HOME-ARP Program.

# CLARIFICATIONS

No director, officer, agent, or employee of WCDA shall be personally liable concerning any matters arising out of, or in relation to, the award of HOME-ARP funds; the rejection of any NCS Application; the award or lack of award of any other WCDA­ administered resource whether federal or state in origin; the closing of any awarded funds or lack of closing; the failure of a development to comply with federal, state, or local laws, regulations, or other governing instruments; the failure of any NCS development to remain financially feasible; or the failure of any NCS development to meet federal, state, or local deadlines.

WCDA may amend, make technical changes to, and/or adopt rules ancillary to this Scoring Criteria form as necessary to prudently administer WCDA-administered funds or to comply with state or federal law.

During the scoring period, WCDA reserves the right to contact applicants with

clarifying questions regarding their application and accompanying documentation.

Requests will not be made for missing or incomplete documentation

Any questions or concerns from Board members relating to a submitted Application shall be transmitted to WCDA staff, who will then communicate them to the applicant as deemed necessary by staff and distribute applicant's response to all Board members. The WCDA review period concludes when the WCDA Board of Directors approves successful applicants.

WCDA may suspend, for good cause, any entity based on its inability to effectively administer, manage, and/or utilize resources. Any appeal of such suspension shall include written justification for the reversal of the suspension and be presented in writing to WCDA for possible consideration. WCDA’S Board of Directors will decide whether to allow any appeal of suspension and will set the time, date, terms, and requirements associated with any appeal process.

# APPLICATION PROCESS FOR ALLOCATION

Applications and all supporting documentation must be uploaded into the WCDA ProCorem work center.

WCDA will score Applications based solely upon the information and documentation submitted by the Applicant.

# REQUIREMENTS FOR A COMPLETE APPLICATION

The following Application Requirements (the "Requirements") must be submitted along with the Application. Failure to submit all the following will disqualify the Application from consideration.

**Financial Commitment Letters.**

The Application must include all sources of financial commitments, including but not limited to, as applicable, commitment letter(s) from any non-WCDA sources. The letter(s) shall be dated within six (6) months prior to the date of the submission of the Application ("Application Submission Date").

WCDA may contact the applicant to request supplemental or revised financial commitments.

**Appraisal.**

All Applications for new construction must include a certified land appraisal dated within one (1) year prior to the Application Submission Date.

All rehabilitation Applications must include an appraisal, dated within one (1) year prior to the Application Submission Date, which supports the purchase price of the development. The appraisal must separately identify the appraised value for the buildings in the development and the value of the land.

The purchase price must be equal to or less than the appraised value of the land, and buildings if applicable.

**Site Control Information.**

The applicant must have site control and provide evidence thereof through one of the following forms:

Executed purchase option contract

Executed long-term land lease or option on a 99-year lease; or

Evidence of executed assignment and assumption agreement with executed

purchase option agreement, contract, or land lease agreement attached.

The Option, Contract, or Agreement must be in the name of an existing entity or person that is in a position of control over the applicant and give such entity or person the exclusive right to purchase or lease the property.

If one of the above applies, the applicant must also submit a copy of the recorded deed evidencing the Seller's or Lessor's ownership.

**Zoning and Planning Commission Information.**

For new construction, The Application must include a signed letter, dated within six (6) months prior to the Application Submission Date, from the appropriate zoning authority (including a planning commission, if applicable) stating the proposed use of the property and that the property is properly zoned for such proposed use.

**Financial Feasibility.**

WCDA will evaluate all Applications using the following criteria:

* the extent to which the development's sources of funds equals the development's uses of funds;
* the reasonableness of total development costs;
* the reasonableness of the expenses and incomes, and the feasibility of continued operation through the affordability period.

**Operating Deficit Reserve and Replacement Reserve Funds.**

The total development budget must include:

* Operating Deficit Reserve Fund of 6 months of projected annual operating expenses; The funding and maintenance of a Replacement Reserve Fund equal to $250 per unit per year; and
* These amounts must be evidenced in the final cost certification.

The Replacement Reserve shall be maintained, and yearly deposits shall be made equal to the above requirement, for the entirety of the affordability period. The applicant shall identify the name of the financial institution where each reserve will be held. A copy of the December bank statement for the Operating Reserve account and the Replacement Reserve account must be submitted by the Owner to WCDA’s by February 1 of each year. If the December bank statements do not evidence a year-end summary of each month's balance, copies of bank statements for all twelve (12) months for the Operating Reserve and the Replacement Reserve must be submitted to WCDA by February 1 of each year. The ending balance of each reserve account must total the amounts required.

**Developer Fee**

The Developer Fee, which is defined as the sum of the developer's overhead and

profit, and the consultant's fee (plus any interest payable on a deferred fee), cannot

exceed **five percent (5%)** of the HOME-ARP requested funds. WCDA will disburse the five percent (5%) Developer Fee at project closeout.

**General Requirements. Contractor's Overhead. and Contractor's Profit.**

The amount allocated to General Requirements cannot exceed seven percent (7%) of its construction hard costs. General Requirements include items that are

required for the contractor to provide for the specific project including but are not limited to: field supervision; field engineering such as field office, sheds, toilets, and phone; performance and payment or latent defects bonds; building permits; site security; temporary utilities; property insurance; and cleaning or rubbish removal. Such items should not be accounted for as separate line items in the development budget.

WCDA will limit the

* Contractor's Profit to ten percent (10%), and
* Contractor's Overhead to four percent (4%)

of the development's construction hard costs plus General Requirements. WCDA may determine whether costs included in the contractor's overhead and contractor's profit calculations are appropriate and reasonable.

WCDA has the discretion to determine reasonableness of all costs and may deny an Application based upon the unreasonableness of costs. Upon request by WCDA, applicants will provide justification and supporting documentation of costs.

**Fair Housing Training.**

The applicant must include with its Application a certification evidencing completion of four (4) hours of fair housing training by a principal of the following members of the development team, or manager dealing with day-to-day operations, as appropriate under the circumstances: Owner; Developer; Management Company; Consultant, if applicable; and Architect. A certification is valid for the purpose herein for two (2) years from date of certification. Each development team member should attend the class most relevant to his or her development team role.

**Identification of Applicant and Identity of Interest.**

The Application must identify all members or partners, as applicable, of the applicant entity. If any such

members, partners, or shareholders are entities, the Application must identify all members, partners, or shareholders of such entities. None of the parties identified may be affiliated with the project's architect or civil engineer.

 **Narrative Description of the Development.**

The Application must include a detailed narrative description that includes the type of development; development site and surrounding area; types of financing; involvement of nonprofit support service organizations; project amenities; energy efficiency; rehabilitation work to be performed, if applicable; and any other relevant descriptive information.

**Letter of Participation, Licenses and Certification**

Applications must include:

* A cover letter describing the participation of the members or partners in the development;
* Proof that the General Contractor/Builder, Architect, and Engineer are

licensed to conduct business in Wyoming; and

* Certification of Good Standing from the Wyoming Secretary of State for the applicant, developer, and management company.

**Capacity and Identity of Interest.**

* WCDA may disqualify an Application based on (1) its determination that any development team member does not have the capacity to undertake performance, (2) information provided in the Criminal Background and Disclosure Form, or (3) documentation supporting instances of nonperformance, including: Failure to meet and maintain any material aspect of a development as represented in an Application;
* Having been involved in uncured financing defaults, foreclosures, or placement on HUD's list of debarred contractors;
* Events of material uncorrected noncompliance with any Federal or State assisted housing programs within the prior seven (7) year period;
* Failure to comply with WCDA's request for information or documentation on any development funded or administered by WCDA; or

Each member of the development team as listed in the Development Team section of the NCS Application must complete the "Conflict of Interest Acknowledgment" and "Contract and Grant Disclosure and Certification Form". Failure to submit or correctly complete each required "Criminal Background and Disclosure Form" may result in disqualification of the Application.

As appropriate for each entity listed on the Development List and the Limited Partnership, the Application must include an organizational chart for each member of the Development Team, listing the entity and all applicable stockholders, directors, officers, members, managers, trusts, trustees, etc., including full names and addresses and percentage of ownership and voting rights.

# Site Plan. Topographic Survey. and Driving Distances.

The Application must include a site plan depicting the location and orientation of each existing or proposed building and all paved areas throughout the development site, including sidewalks and parking areas.

**NCS Housing Minimum Design Standards.**

Applicants may request a waiver for rehabilitation proposals by submitting the following:

* Certification by the design architect or licensed engineer that the standard concerned is impractical or impossible;
* Description of alternative design which will achieve the benefit of the required standard; or certification by the design architect or licensed engineer that no alternative design can be undertaken to achieve the benefit of the required standard due to structural constraints; and
* Statement by applicant that it will implement any alternative identified by the design architect or licensed engineer.

WCDA will require a certification from the design architect or licensed engineer confirming compliance with all applicable State and local codes, ordinances, and requirements of all applicable provisions contained in HUD Notice [CPD-21-10.](https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf)

## HARD COST CONSTUCTION BREAKOUT

All applicants must complete WCDA's Summary Cost Estimate form included in an attachment.

**PROCEDURES FOR AWARDING POINTS AND RANKING APPLICATIONS**

**Scoring Criteria**

Each Application will be awarded points based upon the Scoring Criteria outlined below. (All dates are measured as ending on the Application Submission Date.)

|  |  |  |
| --- | --- | --- |
| **1** | **Administrative Capacity** | **Up to****20 Points** |
|  | If the applicant has a current NCS Shelter (or provides other shelter housing to a |  |
|  | qualifying population)- Number of years, the NCS Shelter or shelter housing has |  |
|  | been in place. |  |
|  | l.>15 years11- 15 years5 - 11 years1 - 5 years | **20****15****10****5** |
| **2** | **Financial Capacity**Leveraging funds- 20% of the project budget is leveraged by other sourcesAgency Budget- Provide the two most recent financial audits. Points are awarded if no concerns are noted.Operating Reserves->2 years>1- 2 years6 months- 1 yearOperating Reserves can be verified by providing bank statements if there isan account designated for operating reserves, firm financial commitment letters, grant awards, and any other funding sources. | **Up to****25 Points****5****5****15****5****3** |

|  |  |  |
| --- | --- | --- |
|  | **Meeting the Need of the Qualifying Populations** | **Up to 19 Points** |
|  | One (1) points will be awarded for each supportive service being offered at the NCS. For |  |
|  | each supportive service being offered, applicant must describe how the service will be offer, including frequency  |  |
|  |  |  |
|  | As described in CPD-21-10, supportive services include: |  |
|  | 1. Childcare | **1** |
|  | 2.Education services3.Employment assistance and job training | **1****1** |
|  | 4. Food | **1** |
|  | 5. Housing search and counseling services | **1** |
|  | 6. Legal services | **1** |
|  | 7. Life skills training | **1** |
|  | 8. Mental health services | **1** |
|  | 9. Outpatient health services | **1** |
|  | 10. Outreach services | **1** |
|  | 11. Substance abuse treatment services | **1** |
|  | 12. Transportation | **1** |
|  | 13. Case management | **1** |
|  | 14. Mediation | **1** |
|  | 15. Credit repair | **1** |
|  | 16. Landlord/Tenant liaison | **1** |
|  | 17. Services for special populations | **1** |
|  | 18. Financial assistance costs | **1** |
|  | 19. Short-term and medium-term financial assistance for rent | **1** |
| **4** | **Onsite Amenities** | **Up to 9** |
|  |  | **Points** |
|  | Three (3) points will be awarded for each of the below onsite amenities offered. In |  |
|  | addition, please note all other onsite amenities offered which are not listed below as they may be used as a factor in the tie-breaking criteria.  |  |
|  |  |  |
|  | Laundry facilitiesCommunity facilitiesSupportive services | **3****3****3** |
|  |  |  |
| **5** | **Number of NCS units that will be produced with the funding**1. 25+2. 11-243. 1-10 | **Up to 10 Points****10****5****3** |
| **6** | **Application Completeness: all required documents included** | **10 Points** |
| **7** | **Community Support**Applicants are required to communicate with Wyoming residents, neighborhood organizations, community members, elected officials, city staff, WCDA staff, and other partner agencies throughout the process. Applicants should outline how they will meet this objective.Complete explanation & 2+ letters of support Complete explanation no letters of support | **Up to 10 Points****10pts****5pts** |

## Total Points Possible: 103

# RANKING AND AWARD DETERMINATION.

WCDA will rank each Application according to the score awarded. In the event there is a tie in scoring for two or more Applications, the following are tie­ breaker criteria WCDA would use, but not exclusively of others:

* maximum number of units produced; or
* the Application which requested the least amount of HOME-ARP funds per- unit;
* equitable geographic distribution of awarded NCS funding; or
* onsite amenities offered beyond those listed in Point Criteria #4

WCDA may disapprove any Application for an award, regardless of the ranking under the priorities and point ranking outlined above.