Housing Study Grant Program Application Components and Review/Evaluation Criteria

The Study Area must be for a specific geographic area, and may include a neighborhood, region or county. Eligible projects may be a new study or a continuation of a previously-funded study. The study must also address the following issues:

1. The housing needs of the selected area must be evaluated and future potential projects must be identified. A portion of the final study recommendations should be eligible for NIFA financing.

2. The study must include a public planning process and encourage citizens to actively participate in shaping the future of their community.

3. Coordination with and participation of the local municipality and other stakeholders in the community must be evident.

4. The study must include recommendations for, at a minimum, one of the following: future land use planning, community facilities, transportation needs, and or employment opportunities.

5. The application must include a detailed timeline for the completion of the study. The study should include a workable timeline for the implementation of the proposed recommendations.

6. The application must include a detailed budget. All professional services to be obtained in the conduct of the study must be identified (or the selection process to be used).

Each application will be reviewed and evaluated under the following general criteria:

- Project location must be within boundaries of incorporated town or village and be consistent with and contained within an area’s planning and zoning regulations.

- Demographics, housing stock quality, project size, and community design characteristics must be elements considered in the study.

- Project must have support, and preferably partial funding, from the local governing jurisdiction.

Additional Supporting Documentation:

- Written evidence of commitment and source for matching cash funds.

- Independent letters of support from the governing jurisdiction and community organizations written expressly to support the project application.

- Applicant’s most recent annual financial report.

- A detailed description of the applicant’s track record in community or housing development. Include a professional resume of any third party service providers participating in the study.
Specific Evaluation Criteria

1. Matching Cash Requirement
   - More than 50% cash match - 20 points
   - At least 50% cash match - 10 points
   - Less than 50% cash match - 0 points

2. Evidence of Public Planning Process
   - Detailed description of a community-based public planning process - 20 points
   - Incomplete or inadequate public planning process - 0 points

3. Evidence of Need
   - Proposed study meets identified needs not met by other entities in the community - 20 points
   - No apparent evidence of need - 0 points

4. Community Coordination
   - Evidence of coordination with other programs, organizations, and governmental agencies - 20 points
   - No evidence of community coordination - 0 points

5. Letters of Support
   - At least 3 letters of support, including one from a local governing jurisdiction - 10 points
   - At least 3 letters of support, but none from a local governing jurisdiction - 5 points
   - Less than three letters of support - 0 points

6. Track Record
   - Applicant has proven track record in community or housing development - 10 points
   - Applicant does not have track record in community or housing development - 0 points

Note: NIFA reserves the right to award incremental points for any of the above criteria at its sole and absolute discretion.

Total Possible Points = 100