



Appendix B - Application Checklist and Scoring Rubric

SC State Housing Finance & Development Authority 300-C Outlet Pointe Blvd., Columbia, SC 29210 (803) 896-9001

Evaluation Criteria		
Applicant Eligibility	Yes	No
Is the Applicant a nonprofit, local government, housing authority or council of government?	<input type="checkbox"/>	<input type="checkbox"/>
If the Applicant is a nonprofit, has a copy of the organization’s 501(c) letter from the IRS been provided? Has the organization been in existence for more than 3 months?	<input type="checkbox"/>	<input type="checkbox"/>
If the Applicant is proposing to work with Partners, do the Partner(s) meet eligibility criteria?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Applicant or any of its proposed Partners been debarred or suspended from participating in federal or state Programs? Was a Debarment Certification Form provided for each organization?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Applicant and (if applicable), its proposed Partners in good standing with SC Housing and SC Housing Corp.? Has documentation been provided that the organizations are in good standing with the SC Secretary of State?	<input type="checkbox"/>	<input type="checkbox"/>
Does the Applicant and if applicable, its proposed Partners have any outstanding items on noncompliance with SC Housing or SC Housing Corp. programs that have not been corrected within the required cure period?	<input type="checkbox"/>	<input type="checkbox"/>
Is the Applicant or if applicable, any of its Partners delinquent on any loan payments or compliance monitoring fees owed to SC Housing?	<input type="checkbox"/>	<input type="checkbox"/>
Reviewer Notes:		

Applicant Experience & Capacity			40 Points	
<i>If applicable, the below items must be provided for all proposed Partners.</i>	Yes	No	Maximum Score	Score
Did the Applicant provide an organizational chart, list of governing/board members of the organization, staff roster, and resumes of the staff that will be responsible for the oversight of SC Stay activities?	<input type="checkbox"/>	<input type="checkbox"/>	<i>Not a point item</i>	
Did the Applicant provide a list of staff that will be assigned responsibilities related to the administration of SC Stay? Was specific information provided regarding each employee's experience with similar programs, and if applicable, experience with calculating household income. Did the Applicant provide information detailing the specific responsibilities each employee will have and the number of hours each employee will be dedicating each week to SC Stay program activities?	<input type="checkbox"/>	<input type="checkbox"/>	10	
If applicable, did the Applicant provide a narrative describing the organization's previous experience with programs or projects of similar scope and nature to the SC Stay program, such as SC HELP, the Housing Choice Voucher Program, etc. within the last 7 years? Provide the number of households assisted.	<input type="checkbox"/>	<input type="checkbox"/>	15	
Is the Applicant a statewide or regional organization? Is the Applicant proposing to work with Partners? If so, did the Applicant describe any experience it has acting in the role of a lead entity?	<input type="checkbox"/>	<input type="checkbox"/>	5	
How many households does the Applicant reasonably expect to be able to service within the expected ten month duration of the program?	<input type="checkbox"/>	<input type="checkbox"/>	10	
Reviewer Notes:				

Financial Capacity			30 Points	
<i>If applicable, the below items must be provided for all proposed Partners.</i>	Yes	No	Maximum Score	Score
The Applicant provided a copy of their most recent audited or compiled financial statements that include an income statement (Statement of Activities for nonprofits) documenting one full year of activities and a Balance Sheet (Statement of Financial Position for nonprofits).	<input type="checkbox"/>	<input type="checkbox"/>	10	
If the Applicant has been in existence for less than one year, did the Applicant submit an Income Statement covering the period since inception of the organization and monthly bank statements for each month the organization has been in existence? Entities in existence less than 3 months will not be considered.	<input type="checkbox"/>	<input type="checkbox"/>	5	
If the Applicant met the federal expenditure threshold of \$750,000 did the Applicant provide a copy of its most recent audit report as required by 2 CFR Part 200, Subpart K? Was an Audit Certification Form provided for each organization?	<input type="checkbox"/>	<input type="checkbox"/>	15	
If an audit report was required, did it contain any audit findings that have not been cleared? Applicants and Partners with unresolved audit findings that are related to housing activities similar in scope and nature to the activities to be undertaken during participation in the SC Stay program will incur negative points. SC Housing may elect not to fund an organization if the unresolved findings raise serious concern regarding the organization's ability to participate in the program compliantly.	<input type="checkbox"/>	<input type="checkbox"/>	-15	
Reviewer Notes:				

Service Area			30 Points	
	Yes	No	Maximum Score	Score
Did the Applicant provide a list of census tracts that are included in the proposed service area?	<input type="checkbox"/>	<input type="checkbox"/>		
The percentage of the state's population located in the census tracts of the Applicant's proposed service area.			10	
The percentage of the census tracts that are at or above the 50 th percentile of need, according to the Urban Institute index.			10	
The average percentile of need across all census tracts included in the proposed service area.			10	
Total Score:				
Reviewer Notes:				

Scoring Rubric

Experience & Capacity	Criteria			Points
Level of Organizational Experience with similar programs	5 Points 1 – 2 years experience	10 Points 3 – 5 years experience	15 Points 7 or more years experience	
Level of Staff Experience with similar programs	0 Points Organization does not have experienced staff	3 Points Organization has 1-3 experienced staff	5 Points Organization has 4-10 experienced staff	
Quantity of Staff time dedicated to SC Stay	2 Points Staff will be part-time	5 Points Staff will be full-time		
Size of Operation/ Partnerships	2 Points Applicant demonstrates it can service one or more localities	3 Points Applicant demonstrates it can service one or more regions of the state	5 Points Applicant demonstrates it will service the entire state	
Proposed number of households assisted	3 Points 150 or less	6 Points 151 – 299	10 Points 300 or more	
Financial Capacity				
Financial Statements	0 Points Financial statements do not demonstrate the organization is financially sustainable for the long term	10 Points Financial statements demonstrate the organization is fiscally sound and financially sustainable for the long term		
Time of Operation	2 Points Organization has been in existence for at least 3 months but less than one year	5 Points Organization has been in existence for more than one year		
Federal Expenditure Threshold	5 Points Organization has expended federal funds, however, the amount is less than \$750,000 during most recent fiscal year	15 Points Organization has expended more than \$750,000 of federal funds during most recent fiscal year and provided audit report with no unresolved findings		

Audit Reports	-15 Points Organization's audit report contains unresolved findings for activities similar in nature to activities that will be undertaken with SC Stay			
Service Area - <i>points will be determined using a sliding scale</i>				
Percentage of state population located in proposed service area	Number of census tracts served divided by state total (1,103) times 10, rounded to one decimal point			
Percentage of census tracts in or above the 50th Percentile of need	Number of census tracts with above median need divided by the number of census tracts served times 10, rounded to one decimal point			
Average Percentile of need across all census tracts in the service area	Sum of percentiles among tracts served divided by the number of census tracts served divided by 10, rounded to one decimal point			