



HERNANDO COUNTY, FLORIDA

Housing and Supportive Services

HOME Application Scoring Checklist

Reviewer Instructions

This checklist is designed to ensure consistent scoring of HOME Program applications. Please review each category carefully and assign points based on the criteria below:

- **Organizational Capacity:** Evaluate experience, financial stability, and administrative ability (0–15 points).
- **Project Quality & Design:** Assess property standards, sustainability, and overall quality (0–15 points).
- **Location & Market Feasibility:** Confirm market study and site suitability (0–10 points).
- **Income Targeting & Affordability:** Verify compliance with HOME income and rent limits (0–15 points).
- **Financial Feasibility & Leveraging:** Review budget, pro forma, and funding commitments (0–15 points).
- **Community Support & Engagement:** Check for letters of support and outreach evidence (0–10 points).
- **Project Readiness:** Ensure site control and readiness to start within 90 days (0–10 points).
- **Compliance & Reporting Plan:** Confirm plans for Section 3, MBE/WBE, and reporting (0–10 points).

Applicant Name:

Project Name:

Date Reviewed:

Scoring Table

Category	Max Points	Score	Reviewer Notes
Organizational Capacity	10		Comment on applicant experience, staffing, past performance, and financial management.
Project Quality & Design	15		Note construction quality, sustainability features, and compliance with HOME standards.
Location & Market Feasibility	15		Discuss site suitability, market demand, and neighborhood characteristics.
Income Targeting & Affordability	20		Explain rent limits, income qualification, and long-term affordability.
Financial Feasibility & Leveraging	10		Assess budget accuracy, secured funding, leveraging ratio, and underwriting.
Community Support & Engagement	10		Summarize community outreach, letters of support, and neighborhood response.
Project Readiness	10		Review readiness to proceed, site control, environmental review, and timeline.
Compliance & Reporting Plan	10		Describe reporting plan, Section 3, MBE/WBE, and monitoring compliance.
Bonus: AMI Targeting	10 or 20 pts		Award 10 points if 100% of units target 50% AMI. Award an additional 10 points if at least 50% of those units also target 30% AMI.
Bonus: Target Location ZIP Codes	10 pts		Award bonus points if the project is located within one of the priority ZIP codes 34602, 33523, & 33597.
Total Score	100		

Recommendation:

Fund Do Not Fund Conditional Approval