

Community Housing Fund Proposal Scoring Methodology

Proposals for use of Community Housing Funds are to be submitted using the *Community Housing Fund Funding Request Allocation* form at least two weeks prior to the CAHAB meeting at which the Applicant would like the request to receive initial consideration. If agenda time for consideration of the request is available at the next upcoming CAHAB meeting the request will be placed on the agenda for the meeting and all materials provided by the applicant will be distributed with the agenda for the upcoming meeting.

At the CAHAB meeting where the proposal is under consideration, Public comment will be taken on the proposal. The applicant will then be given up to 10 minutes at the meeting to present the proposal to CAHAB members, followed by questions of the applicant or City staff by CAHAB members. The proposal will then be taken under advisement by CAHAB and City Staff for final consideration at the following CAHAB meeting. In the interim between meetings, CAHAB members will individually score the proposal using the using CAHAB's adopted *Community Housing Fund Scoring form*. These forms are to be returned to city staff assigned to CAHAB within 10 business days of the CAHAB meeting at which the proposal was initially presented. City staff will calculate a composite score for the application by adding the point score for all scoring sheets received from CAHAB members by the deadline and dividing the total points by the number of score sheets returned. In order to compare proposals which include dwelling units to proposals without dwelling units the city staff will calculate a percentage by dividing the average points calculated by the city staff by the total points possible for the proposal (either 30 in the case of a proposal without dwelling units and 42 for a proposal that includes dwelling units.) This percentage along with the composite score, and all score sheets received from CAHAB members for the proposal being considered will be included with the agenda for the CAHAB meeting at which the proposal will be given final consideration. City staff will independently score the proposal using the *Community Housing Scoring Form* and prepare a Staff Recommendation both of which will be included in the packet materials for the CAHAB agenda at which the proposal will be given final consideration.

At the meeting where final consideration is being given to the proposal, public comment will be taken, city staff will present their report to CAHAB followed by up to 10 minutes for rebuttal, clarification, and additional information by the Applicant. CAHAB members will then have the opportunity to ask questions of Staff and the Applicant, followed by discussion among CAHAB members and a motion and vote on the proposal.

A minimum of 30 points is required for a proposal without dwelling units to be considered for funding. A total of 42 points is required for a proposal that includes dwelling units to be considered.

Recommendations expire one year from the date on which the recommendation was made if substantial progress on the proposal is not demonstrated. Requests for an extension of the recommendation can be made prior to expiration of the recommendation.