



## **Notice of Funding Availability**

### **HOME OPPORTUNITY PROGRAM (HOP), Homebuyer Assistance**

Registration Deadline: July 31, 2020, 4:30 p.m. Anchorage Local Time

Application Deadline: September 17, 2020, 4:30 p.m. Anchorage Local Time

For more information, contact:

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# Application Instructions and Rating and Award Criteria

## A. General Information

### 1. NOFA Purpose and General Provisions

Under this Notice of Funding Availability (NOFA), Alaska Housing Finance Corporation (AHFC) provides funds to successful applicants (“Subrecipients”) who will administer AHFC’s HOME Opportunity Program (HOP). HOP provides low-income homebuyers with zero interest rate conditionally or partially forgivable loans. HOP loans assist homebuyers in meeting down payment and closing costs funding requirements, and may provide a principle buy down on the first mortgage where necessary to provide affordability. The purpose of this program is to increase opportunities for lower-income families to achieve homeownership. The home must be the assisted homebuyer’s principal residence.

Homes purchased or developed using HOP program funds must be located outside of the Municipality of Anchorage. The Municipality of Anchorage receives separate HOME program funds and administers those funds within the Municipality in accordance with their own administrative plan.

Subrecipients must administer the HOP Program in accordance with HUD and AHFC guidelines established for these programs. Please refer to the HOP Program Summary for detailed program guidelines. Successful applicants awarded with a HOP grant will receive an administrative fee, a maximum of 12% of the HOP funds received, to pay for costs related to program administration. Administrative funds are disbursed based on the percentage of project funds expended.

### 2. Evaluation and Award Criteria

Applications that, according to AHFC, meet minimum “Threshold” requirements will be scored and ranked with the Objective Rating Criteria that is identified as part of this NOFA package. If two or fewer applications pass threshold review and do not request funding for the same service area(s), program funds will be disbursed between those applicants without ranking through the Objective Rating Criteria.

### 3. Funding Available, Minimum Funding Amounts, and Renewals

The HOP Program is funded through the HUD HOME Investments Partnerships Act and the State of Alaska HOME Match. The amount is available through this NOFA:

<b>Funds Available \ Category</b>	<b>Project</b>	<b>Admin</b>	<b>Total</b>
HOME Opportunity Program	\$875,000.00	\$100,000.00	\$975,000.00

Project Funds will be distributed based on the service area population as a percentage of the State’s population, excluding the Municipality of Anchorage. The population data used is available at the Alaska Department of Labor, Research and Analysis website at:

<http://live.laborstats.alaska.gov/pop/index.cfm> . AHFC may allocate any remaining funding in a manner determined by AHFC that will maximize program efficiency.

	<b>Population</b>	<b>Percentage</b>
<b>Single Service Areas</b>		
Matanuska-Susitna Borough	100,438	22.9%
Kenai Peninsula Borough	58,367	13.3%
Fairbanks Borough	95,898	21.8%
<b>Bundled Areas</b>		
Gulf Coast Economic Region	22,744	5.2%
Interior Economic Region	16,920	3.9%
Northern Economic Region	27,802	6.3%
Southeast Economic Region	74,395	16.9%
Southwest Economic Region	42,413	9.7%

Applicants may commit to serving single or bundled service areas. Single service areas are not included in these economic regions as they have been singled out as stand-alone areas. An applicant that proposes to apply for a bundle area must provide evidence that they have the capability to serve the communities. Bundled area proposals will only be considered for funding if AHFC determines that there is sufficient loan activity in the target communities to make the program feasible. Single service areas and bundled service areas awarded to a single applicant will appear as separate budget line items under one grant agreement.

Successful applicants may distribute funds as needed across the entire bundled service area. Although all Boroughs and Census Areas in the bundle do not need to receive equitable funding, the Subrecipient must provide program marketing to all areas unless certain communities are targeted. If a Subrecipient chooses to target a portion of a bundled service area, justification must be provided in the application.

Subrecipients may choose as many single and/or bundled service areas as they feel they can serve effectively. However, funding may not be transferred across single service areas or bundled areas to another designated service area without approval from AHFC. Applicants will be asked to prioritize the areas in the application if applying for more than one area. Based on AHFC's review of the applications, the applicant that ranks the highest will be given their top preference. Assignment of other areas (for applications with more than one service area) will be based on a feasibility determination and equitable geographic distribution. The next highest ranking application will be given their top preference less the area(s) awarded to the highest ranking application. Each service area may only have one (1) HOP originator servicing the area. HOP awardees may be limited to a maximum of two (2) single service areas, at the discretion of the CEO, to increase participation and distribution of areas.

Funds designated for service areas for which there are no applicants or no applicants that meet the threshold criteria, may be pro-rated across other service areas based on market share, or in a manner determined by AHFC that will otherwise maximize program efficiency. AHFC reserves the right to allocate any unspent HOP funds from the HOP-17 grant funding cycle to HOP-21 grantees.

Grants may be renewable for two additional years, pending allocation of funds to the HOP program in the 2022 and 2023 Housing and Community Development Plans, awards by HUD and the State of Alaska, satisfactory performance of Subrecipient, and by a grant amendment approved by both AHFC and the Subrecipient.

Renewal amounts will be based on the applicants' original shares of the available funds in this NOFA, with possible adjustments based on Subrecipient performance and progress reviews, continued demand for the program in the service area, the ability of the recipient to expend funds during the previous performance period and program income attributable to the service area. AHFC may conduct a progress review of each Subrecipient after six months of the performance period if the grant has elapsed. Progress reviews will be based on quarterly reports, performance in individual Census and Borough areas, affirmative marketing techniques, AHFC monitorings, and outstanding audit findings. AHFC reserves the right to forego renewal of a grant that fails to expend more than 50% of the program funds during the initial performance period.

#### **4. Performance Period**

Subrecipients will be expected to commit (to individual, eligible homebuyers) and expend all HOP funds awarded through this NOFA no later than December 31, 2021. Funding commitments and expenditure rates must also reflect the project schedule Subrecipients develop in the Application Form (Attachment C). If applicable, Subrecipients should take into account typical fluctuations in home sales experienced in the market area when completing the project schedule. This does not include funding potentially added in grant renewals.

#### **5. Eligible Applicants**

##### **a) Homebuyer Assistance Eligible Applicants ("Subrecipients"):**

- i. 501(c)(3) or (4) Non-Profit organizations, as recognized by the Internal Revenue Service.
- ii. Regional Housing Authorities.
- iii. Public agencies.

##### **b) Ineligible organizations include:**

- i. Any organization that is currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any AHFC, State, or Federal program.
- ii. Any other organization or entity not specifically identified as an eligible Subrecipient in Section I. A. 5. a) above.

**Prohibition on the Use of HOME funds by Religious Organizations:** HOME Funds may not be provided to primarily religious organizations, such as churches, for any activity that requires religious participation. Funds must be used exclusively by the applicant entity for secular purposes, available to all persons regardless of religion, per HUD Regulation 24 CFR Part 92.257.

## 6. Application Submission Format, Stages and Deadlines

The application process for HOP funding involves two (2) stages. Applicants must (1) register for the online application system by **July 31, 2020, 4:30 PM Anchorage Time**, and (2) submit a HOP Application using the online application system by **September 17, 2020, 4:30 PM Anchorage Time**.

**STAGE 1: Intent to Apply (Applicant Registration)-** To Register for the AHFC SFY2021 HOP submit the following information to [apetroni@ahfc.us](mailto:apetroni@ahfc.us). Only the applicants who have successfully submitted this information are eligible to apply. The registration period closes **July 31, 2020 at 4:30 PM Anchorage Time**.

### HOP 2021 Application Registration Information

#### Organization Information

Organization Name:  
Organization Type: Non-Profit  
Phone Number:  
Fax Number:  
Organization Email:  
Organization Address:  
City, State, Zip Code:  
Intended Service Areas:

#### User Information

User Name:  
Email Address:  
Phone Number:

-Send this information to [apetroni@ahfc.us](mailto:apetroni@ahfc.us) to register.

**STAGE 2: Request for Applications** - On or around **August 3, 2020**, AHFC will announce the Application period. Only applicants who have successfully submitted the registration information above to [apetroni@ahf.cus](mailto:apetroni@ahf.cus) will be eligible to apply. Applicants that are not eligible to apply will not receive access to the online application. Applications must be submitted to AHFC through the AHFC online application system no later than **4:30 p.m.** Anchorage Local Time on **September 17, 2020**. Applications may NOT be submitted via telefax, e-mail or hard copy. The official time for application submittal will be documented in the online application software. Only applications that have been submitted by the deadline will be considered for funding.

Please note: In the online application system, applicants can save their progress prior to formally submitting their applications through the system. **An application is not “submitted” until the applicant clicks the “submit” button in the online application system and the submission is accepted by the system.** Applicants may edit their submission after clicking “submit” up to the application deadline and must click “submit” again to submit any changes. AHFC will only consider applications from applicants that have fully submitted their applications through the online system. If an applicant has saved work in the system prior to the application deadline, but does not “submit” their application through the system, AHFC will neither consider the application for funding nor evaluate any materials the applicant has saved in the online system.

In the event the online application system is unavailable for an extended period of time on the day of the application deadline, AHFC reserves the right to extend the deadline for online submissions up to one full business day following the restoration of system access.

Please note: except as provided below, the definition of “an extended period of time” in the preceding paragraph will be left to AHFC’s sole discretion based on the facts and circumstances surrounding the system access complications, if any, which arise on the day of the application deadline.

If the online application system is unavailable due to technical complications within 1 hour of the application deadline, AHFC will automatically extend the application deadline for one full business day following confirmation that the system access has been restored.

<b>Summary of Submission Stages and Deadlines</b>	
Intent to Apply Form Due	July 31, 2020, 4:30 PM
HOP Application Due	September 17, 2020, 4:30 PM
Notice of Intent to Award Funds	October, 2020
Estimated Grant Execution Date	November, 2020
Estimated Grant Performance Period	Award date through December 31, 2021

## **7. Proposal Costs**

All costs of responding to this NOFA are the responsibility of the applicant.

## **8. Acceptance of Terms**

By submitting an application, an applicant accepts all terms, conditions and requirements of this NOFA, and those contained in AHFC regulations 15 AAC 154.010 - 154.080 and 15 AAC 154.700 - 154.835, and in Federal regulations at 24 CFR Part 92 (HOME Investment Partnerships Program).

The applicant's proposal will become part of the Subrecipient agreement in the event the applicant is awarded HOP funds. The applicant will be bound by the content of the proposal, unless otherwise approved in writing by AHFC.

Proposals and other materials submitted in response to this NOFA become the property of AHFC and may be returned only at AHFC's discretion. Applications are public documents and may be inspected or copied by anyone after they have been reviewed and rated, and a Notice of Intent to Award Funds has been issued by AHFC. Financial statements included in the application may be considered public information unless a specific written request to restrict distribution is made by the applicant.

## **9. Misstatements**

If AHFC determines that an applicant for, or recipient of, HOP funds has made a material misstatement relating to the applicant's application for, or administration of, HOP funds, AHFC will, at its discretion, remove the application from any further funding consideration; or in the event that HOP funds have already been received, require the applicant to repay the funds to AHFC, together with accrued interest on the amount of the funds received calculated at the highest rate allowed by law from the date of funds disbursement by the AHFC.

## **10. NOFA Question**

Any questions regarding this NOFA package, including the program requirements, online application system or any information included in the Application should be addressed to Andy Petroni at (907) 330-8275 or [apetroni@ahfc.us](mailto:apetroni@ahfc.us). If outside Anchorage, use the AHFC toll free number at 1-800-478-2432. Questions must be received by 4:30 P.M. Anchorage Local Time on **September 14, 2020**. A written response to all questions received by the deadline will be sent to all registered applicants shortly thereafter.

## **11. Appeals Process**

All awards made under this NOFA are subject to the appeal processes required in 15 AAC 150.220. The protest must be in writing, sent to the attention of Daniel Delfino, AHFC Planning Department Director, and must include at least the following information:

1. The name, address and telephone number of the appellant;
2. The signature of the appellant or the appellant's designated representative;
3. Identification of the solicitation, contract or grant agreement at issue;
4. A detailed statement of the legal and factual grounds of the appeal including copies of relevant documents; and
5. The form of relief requested.

## **B. Application Requirements and Threshold Items**

Each application proposal will be subject to a threshold review. An application that, in AHFC's sole opinion, has not met the required Threshold Criteria identified in this section and submitted all threshold materials, will be considered non-responsive, and may NOT be considered further

in this Notice of Funding Availability cycle. AHFC reserves the right to request technical corrections to the application during the threshold review.

**For all applicants, the Threshold Items include the following:**

**T-#1:** The application is submitted prior to the application deadline, signed, completed in its entirety, including all applicable sections and attachments.

**T-#2: A resolution of the applicant's governing body** authorizing the request for HOP funds.

**T-#3: Eligibility of Applicant**, including a determination that the applicant may act in the capacity of a HOME "Subrecipient". Application must include evidence of legal organization status such as, at a minimum, the following:

- a) **Non-Profit Organizations** - non-profit designation letter from the Internal Revenue Service. Prior Subrecipients do not have to submit evidence of legal organizational status, only a current certificate of good standing from the state in which they are incorporated.
- b) **Regional Housing Authorities** - copy of enabling legislation; IRS non-profit designation letter for those that have received such designation. Prior Subrecipients do not have to submit evidence of legal organizational status, only a current certificate of good standing from the state in which they are incorporated.
- c) **Public (Governmental) Agencies** - copy of enabling legislation, IRS designation, or other valid evidence acceptable to AHFC. Prior Subrecipients do not have to submit evidence of legal organizational status, only a current certificate of good standing from the state in which they are incorporated.

**T-#4: Applicant is Financially Sound:** A determination that, for the most recent fiscal year, that the organization's complete audited financial statement and related management letters do not report any finding(s) that, in AHFC's opinion, impede the applicant's ability to effectively administer the HOP. If the organization's audit is more than six months old, the applicant may submit a financial statement that has not been audited and their previous audited financial statement. Applications must contain audited financial statements, including all management letters related to the financial statements for the applicant's most recent fiscal year. AHFC reserves the right, but not obligation, to evaluate unaudited financial statements to assess T-#4 if, and only if, audited financial statements are unavailable for the applicant entity.

**T-#5 Credentials:** Evidence that applicant's agency and the applicant's HOP loan originator are authorized to conduct mortgage business in Alaska; the applicant must submit printouts from the Nationwide Mortgage Licensing System & Registry (<http://www.nmlsconsumeraccess.org/>) verifying compliance with this part. AHFC may grant a conditional award if the applicant adequately demonstrates that the applicant's agency can meet this requirement by **September 17, 2020**. *Questions regarding this provision should be directed to the HOME Program Manager at 330-8275 or [apetroni@ahfc.us](mailto:apetroni@ahfc.us).*



**T-#6: Applicant is a “responsible bidder”.** AHFC will make a determination that the applicant is a “responsible bidder” based on AHFC’s past experience with the applicant. A determination by AHFC that the applicant is not a “responsible bidder” may result in actions ranging from a reduction of application points to the rejection of the application from the current funding cycle.

A “non-responsible bidder” is an applicant who has failed to perform or is partnered with a person or organization who has failed to perform any previous grant or contract with AHFC; who has previously failed to perform properly or to complete on time contracts of a similar nature; who qualifies or changes terms and conditions of the Notice of Funding Availability (NOFA), applicable restrictive covenants or loans in such a manner that is not responsive to the purpose sought by AHFC in issuing the NOFA, covenants or loans; who submits an application that contains faulty specifications or insufficient information that, in the opinion of AHFC, makes an application non-responsive to the NOFA; who submits a late application; who has not signed the application; who is not in a position to perform the work proposed in the application; who habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors, material suppliers, or employees; who has shown a consistent practice of non-compliance with State and federal rules that govern housing development programs; who has unpaid taxes due to the State of Alaska or the U.S. government; where there is a conflict of interest with the applicant and board member or employee of AHFC; or when AHFC determines that the application is not in AHFC’s best interest.

**T-#7: Evidence of Program Demand and Feasibility.** Applicants must demonstrate the degree to which demand by eligible households for HOP assistance exists in the elected service area, and the degree to which the availability of sufficient housing stock below HOP’s purchase price limit is demonstrated. .

Examples of demand can include, but are not limited to, program waiting lists, percentage of the population in the community that income qualifies for the HOP program, percentage of the population that experiences housing cost burden, and quantity of housing stock that is available for purchase under the HOP program.

In addition, applicants who are targeting Borough(s) and/ or Census Area(s) whose HOP purchase price limit exceeds \$300,000 are required to address in the application the feasibility of administering HOP in a “High Cost Area”. For the purposes of this NOFA, “High Cost Area” is defined as an area that has a HOP purchase price limit that exceeds \$300,000; the HOP purchase price limits represent 95% of the area median sales price. The applicant must describe strategies for administering HOP in a High Cost Area. Examples of strategies may include: the identification of various affordable housing options in the Borough(s); identification of other lending resources or primary mortgage lending opportunities that increase the purchase power of low-income households. The 2020 HOME purchase price limits are located at <https://www.hudexchange.info/resource/2312/home-maximum-purchase-price-after-rehab-value/>. These limits are in effect until HUD publishes a new schedule for 2021.

If any assistance is proposed to be set aside for a particular housing stock, the demand for that particular housing stock must be demonstrated.

AHFC will dismiss an application from consideration for funding if the applicant fails to demonstrate adequate need for and/or feasibility of the program in the selected target area(s).

**T-#8: Organizational Capacity and Experience.** Applicants must establish that sufficient capacity exists to operate a downpayment assistance program, in accordance with requirements established at 24 CFR Part 92 (HOME Investment Partnerships Program [HOME]) and the HOP Policies and Procedures outlined and referenced in this NOFA. In the Application Form (Attachment C), the applicant must provide a detailed narrative operational description, **not to exceed four pages**, that identifies the applicant’s:

- a) Management structure, including a discussion of how that structure will ensure appropriate oversight of the Subrecipient’s HOP program;
- b) Internal control mechanisms, in particular, internal controls which will ensure compliance with HOP requirements;
- c) Management plan that provides specific methods for handling turnover in key HOP staff and training new HOP staff. Be specific; and
- d) Experience to support Part E of Attachment C (Application) where each of the twelve scoring areas are adequately addressed for scoring purposes.

Proposals will not be invited forward into the full application process unless the following are demonstrated:

	Threshold Level
Oversight, Grant Administration and Reporting	Within the past four years, the applicant organization must have at least one year history of successful experience with oversight, administration and reporting for AHFC, federal or State housing grant programs. Experience with programs sufficiently similar, in AHFC’s sole determination, may be substituted.
HOME and Loan Program Experience	Within the past four years, the applicant organization must have at least one year history of successful experience: determining HOME household and property eligibility; administering, managing or overseeing a loan and/or downpayment assistance program. Experience with programs sufficiently similar, in AHFC’s sole determination, may be substituted.
History Serving the Proposed Area and Population	Within the past four years, the applicant organization must have at least one year history of serving the housing needs of residents located within the elected HOP service area for which the applicant has proposed to administer HOP.

In addition to the threshold items, which will qualify an applicant for scoring, applicants must also address the twelve Organizational Functions listed in Part E, Attachment C (refer to bullet T#8-D above). Points will be assessed based on the evidence provided in the narrative.

**T-#9: Key Personnel Experience and Qualifications.** Applicants must demonstrate that key personnel possess the experience and qualifications to implement and effectively administer HOP in accordance with requirements established in this NOFA. The applicant must **submit an organizational chart** that clearly identifies staffing structure (lines of authority and

responsibility) and indicates which key personnel (or positions if currently vacant) will be instrumental in the administration of the HOP. Key personnel must be employed by the applicant agency or contracted by the applicant to administer the grant.

**Submit resumes**, not to exceed two pages per staff person, for all management, programmatic and contracted staff identified in the organizational chart as playing a key role in the administration of HOP. If the applicant will be contracting with an entity or individual, the applicant must provide a copy of the contract. Resumes should indicate:

- a) The tenure and responsibility level of staff in current positions;
- b) The degree to which the staff members have had previous experience administering housing programs, in particular those that have characteristics similar to HOP, i.e. HOME programs, loan programs (including loan origination and loan closing), housing programs with similar income qualification procedures, drafting and executing loan documents, HOME buyer counseling services, etc.; and
- c) Any training, education, or certifications pertaining to housing services, Fair Housing law, working with low-income, disenfranchised, and disabled populations and cultural competency skills.

In the Application Form (Attachment C), the applicant is required to **submit a HOP staff transition plan**, not to exceed two pages, that details how staff will be trained, supervised, and/or mentored to perform HOP functions in the event that there is turnover in key HOP personnel.

The focus of this threshold item is the experience and qualifications of current personnel employed or contracted by the applicant that will be instrumental in administering the HOP program. To pass this threshold item, the applicant must demonstrate the following:

	Threshold Level
Financial Oversight, Grant Administration and Reporting	Within the past four years, the key personnel must have at least one year of successful experience administering AHFC, federal or State housing grant programs. Experience with programs sufficiently similar, in AHFC’s sole determination, may be substituted.
HOME and Loan Program Experience	Within the past four years, key personnel have at least one year of successful experience determining HOME household and property eligibility. This experience must include determining income eligibility for the HOME Program. Experience with programs sufficiently similar, in AHFC’s sole determination, may be substituted.
Other Experience Requirements	Key personnel collectively possess the following: training or knowledge of Fair Housing law; experience working with low-

	income, disenfranchised, and disabled populations; cultural competency skills.
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**T-#10: Affirmative Marketing Plan.** All applicants shall adopt affirmative marketing procedures and policies, in accordance with the HOP Policy and Procedure Manual (Attachment F). This affirmative marketing plan shall include the following:

- a) A description of the methods for informing the public and homebuyers of the availability of the HOP program, including the proposed types of commercial media and community contacts to be used. Methods of informing the public and homebuyers should include those that are likely to inform and solicit applications from persons in the housing market (“service”) area who are not likely to apply for the housing assistance without special outreach (e.g., use of community organizations, places of worship, employment centers, fair housing groups, or housing counseling agencies). At a minimum, a Grantee’s outreach efforts and selection procedures should include the minimum requirements outlined in the HOP Policy and Procedure Manual.
- b) A description the applicant’s activities to affirmatively market housing assisted with HOP funds.
- c) A description the applicant’s methods for maintaining records documenting actions taken to affirmatively market HOP to assess marketing effectiveness.
- d) Annually assess the success of its Affirmative Marketing Plan and take corrective actions where it is determined that affirmative marketing requirements have not been met. The Subrecipient’s Affirmative Marketing Plan and annual assessment conclusions must be retained at the Subrecipient’s administrative offices, and made available to AHFC staff upon request.

**T-#11: Program Policies Narrative.** In the Application Form (Attachment C), describe the program policies and delivery of the program (**not to exceed two pages**). The narrative must address the following components:

- a) Policies on accepting applications and waiting list procedures;
- b) Process for qualifying applicants based on income and other programmatic requirements;
- c) Policies regarding utilization of HOP for principal buy-down (soft seconds) funding based on homebuyer needs in the community;
- d) Process for ensuring that all properties meet the HOP Property Standards;
- e) Policy regarding a household liquid asset limitation, if any; and
- f) Applicant appeals policy.

**T-#12: Program Schedule.** The application must identify the major HOP milestones and estimated dates of achievement. Major milestones must include:

- a) Establishment of internal systems necessary to administer the HOP program;

- b) Employment of all necessary HOP staff;
- c) Necessary staff training required for lead-based paint inspection of housing built before 1978, if being performed by staff. If not being performed by staff, application must identify how such inspections will be undertaken;
- d) Staff trained in homebuyer counseling;
- e) Execution of all memorandum of agreements with participating parties (identify each party);
- f) Commencement of program marketing;
- g) Acceptance of applications; and
- h) Commitment of project funds to qualified homebuyers at levels of 25%, 50%, 75%, and 100%.

When completing the project schedule, applicants may anticipate funds to be available in November, 2020. Applicants should also note the mandatory commitment and expenditure deadlines in Section I. A. 4).

In order to pass this threshold item, the applicant must demonstrate an understanding of housing homeownership assistance, and present reasonable assurances that the program can be successfully implemented within the proposed time frame.

### C. Evaluation and Rating Criteria

All applications are required to submit the Application Form (Attachment C), required threshold items and any additional items requested below. Applicants that are determined to have met all of the threshold review criteria identified above will be reviewed, evaluated and ranked in accordance with the Objective Rating Criteria. Applications that receive a tie score will be priority ranked based on the score within the Service Area Election point category.

#### Rating Criteria Summary

Evaluation Category	Maximum Points Possible
Service Area Election	10
Organizational Experience and Capacity	60
Staff Experience and Capacity	50
Responsible Bidder (0 point to -10 points)	N/A
<b>TOTAL POSSIBLE EVALUATION POINTS</b>	<b>120</b>

**1. Service Area Election (Maximum 10 Points)**

Points will be awarded to applicants who elect to serve multiple HOP service areas. Applicants must rank their choices, using a numbered system starting with “1” being the top choice in Attachment C (Application Form). Points will be allocated in the following manner:

<u>Areas Selected</u>	<u>Points</u>
1 Service Area	0
2 Service Areas	3
3 Service Areas	6
<u>*Bundled Areas</u>	<u>Points</u>
1 Bundled Area	2
2 Bundled Areas Included	4

\*Bundled Areas will receive bonus points under this NOFA. For each bundled area listed, the applicant will receive 2 additional points, up to a maximum of 4 points.

Service Areas:

Matanuska-Susitna Borough, Kenai Peninsula Borough, Fairbanks North Star Borough.

Bundled Areas:

Gulf Coast Economic Region, Interior Economic Region, Northern Economic Region, Southeast Economic Region, Southwest Economic Region

AHFC may grant multiple service areas to an entity; however, AHFC reserves the right to determine feasibility of the selected area(s). Applicants, if awarded, will be assigned service areas based on overall rank amongst all applications and their ranking of selected areas. The highest scoring applicant will receive their top choice; the second applicant will receive their top choice if not already assigned to the higher scoring applicant, etc.

**2. Organizational Experience and Capacity (Maximum 60 Points)**

Points will be awarded to applicants based on the number of years of demonstrated, successful experience, in AHFC’s sole opinion, that the applicant organization has performed each of the primary functions of administering HOP. For each of the twelve (12) organizational functions listed in Attachment C (Application Form), points will be awarded in the following manner:

<u>Experience</u>	<u>Points</u>
Less than 12 Months	0
12 to 24 Months	1
24 to 48 Months	2
More than 48 Months	3
Quality Points	Up to 2 per function

Additional quality points may be given to each of the twelve functions during a review by an independent committee; however, the maximum points per function listed will not exceed five (5) points, which includes the possible quality points.

### **3. Staff Experience and Capacity (Maximum 50 Points)**

Points will be awarded to applicants based on the number of years of demonstrated, successful experience, in AHFC’s sole opinion, that the applicant staff has performed the primary functions of administering HOP. In order to claim a staff member’s experience for points under this category, the staff member must be identified in the organizational chart as being directly responsible for performing the key function of administering and managing the HOP. In order to receive points for the experience of a staff member who will supervise, but not perform, the function, the applicant must submit a detailed training plan in conjunction with the application. At a minimum, the training plan must describe how the supervisor will train staff and approve the work performed by the designated HOP staff. For each of the twelve (12) staff functions listed in Attachment C (Application Form), points will be awarded in the following manner:

<u>Experience</u>	<u>Points</u>
Less than 12 Months	0
12 to 24 Months	1
24 to 36 Months	2
More than 36 Months	3
Certification Points	*Up to 2 points for seven functions

\*Applicants may be awarded a maximum of two (2) points for certifications/ trainings that key staff members possess/ have attended in each of the following seven (7) topic areas: income eligibility determinations, HOME Program, environmental reviews, lead-based paint requirements, homebuyer counseling, fair housing, relocation. The certifications and trainings must have been provided or sponsored by AHFC, HUD, Neighborworks or another comparable entity as determined by AHFC.

### **4. Responsible Bidder**

AHFC reserves the right to reject or assess negative points against any grant application from any applicant that AHFC considers to be a “non-responsible bidder”. Non-responsible bidder is defined in Section B. Application Requirements and Threshold Items.

### **5. Tie-Break**

In the event that a tie in project scoring occurs, AHFC will implement the following tie-break method:

As a collective, the review committee will rank the applications received based on overall quality. Quality of an application is based on organized, concise, and complete information that enables an efficient and effective review. In a tie scenario, the higher ranking application, based on this provision, will receive funding priority. This ranking system will only be used if a tie break occurs.

## D. Selection of Proposals for Funding & Funding Levels

An application that passes the Threshold Evaluation will be considered for funding. Funding determinations will take into consideration each of the following:

- a) The amount of funding available, as identified in Section I. A. 3.
- b) Total points earned in the rating process.
- c) Election of service area(s). The amount of funding awarded to each applicant will be based on the population in the service area. Pro-rata funds for service areas that are not elected or awarded to any applicant will be distributed across the remaining applicants based on population, or in a manner determined by AHFC that will otherwise maximize program efficiency. In the event that more than one qualifying application is received for the same (or substantially same) service area, and in consideration of other funding award level selection criteria identified in this section, AHFC may elect to limit funding to only one of the qualifying applicant organizations regardless of scoring.
- d) Service area limits as described in Section I. A. 3.
- e) Feasibility and geographic distribution objectives for SFY2021.

**Attention Applicants!** Funds awarded for a particular bundled service area must be made available to homebuyers throughout that entire bundled area unless the Subrecipient requests and provides justification in the application for targeting just one community. **Targeting funds must be determined reasonable by AHFC.** If an applicant elects to target a portion of a bundled area, the applicant must describe how they anticipate meeting the expenditures requirements outlined in this NOFA. If the request to limit the service area is determined to be unreasonable by AHFC, the applicant may not be awarded funding. AHFC also reserves the right to recapture and redistribute funds Statewide if AHFC deems that commitment amounts to elected service areas are not being met in a timely manner.