

**DCA Housing Assistance Competitive Ranking Form**

## Overview

Applicants seeking points under *Appendix II: Scoring Criteria*, *Underserved Populations*, subsection *A.* *DCA Supportive Housing Programs Match* in the 2021 QAP should complete and submit this form as minimum documentation.

Within each table below, explain in the narrative box the value of the proposed property relative to the criterion and list any documentation provided in the application that substantiates the narrative. Within each individual criterion, applications will be ranked against one another. The onus is on the applicant to decide what and how much documentation and narrative text is necessary. DCA will not consider narrative word count in ranking applications.

For some criteria below, there is a *Clarifications* box for questions or comments that highlight items DCA staff anticipate taking into consideration. Applicants may provide additional information outside of these clarifications if relevant to the criterion.

For more information on how this review process will be conducted, see the DCA Competitive Ranking Overview document posted to the DCA website ([click here](https://www.dca.ga.gov/safe-affordable-housing/rental-housing-development/housing-tax-credit-program-lihtc/qualified-0/2021)).

## Criteria Weights

|  |  |
| --- | --- |
| **Criterion** | **Weight** |
| **Unit mix** | N/A |
| **Site Characteristics** | **6** |
|  Public transportation proximity | 1 |
|  Public transportation frequency | 1 |
|  Accessibility of relevant services  | 1 |
|  Proximity to qualifying “Desirable Activity”, item (a)  | 1 |
|  Proximity to qualifying “Desirable Activity”, item (c) | 1 |
|  Proximity to qualifying “Desirable Activity”, item (g)  | 1 |
| **Local characteristics** | **2** |
| **Applicant experience** | **5**  |
|  Owning or managing properties with HUD rental assistance | 1 |
|  Owning or managing properties serving individuals with disabilities, the formerly homeless, or other supportive housing | 1.5 |
|  Working with service providers | 1.5  |
|  Working with a referring state health agency | 1 |
| **DCA Experience**  | **6** |
|  Property compliance  | 3 |
|  PBRA commitments  | 3 |

## Form

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| **Criterion 1** | *“Unit mix:* *Proposed unit mix includes sufficient one-bedroom units without PBRA for DCA to contract in the amounts outlined in Exhibit B of Appendix II: Scoring”* |
| **Clarifications** | This section is a baseline requirement and will not be used for ranking.  |
| **Documentation list** | * <Name of first document>
* <Name(s) of other documents>
 |
| **Narrative** | <Type narrative here> |

|  |  |
| --- | --- |
| **Criterion 2.A** | *“Site Characteristics:* *Property is located near public transportation”* |
| **Documentation list** | * <Name of first document>
* <Name(s) of other documents>
 |
| **Narrative** | <Type narrative here> |

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| **Criterion 2.B** | *“Site Characteristics:* *Closest public transportation operates frequently”* |
| **Documentation list** | * <Name of first document>
* <Name(s) of other documents>
 |
| **Narrative** | <Type narrative here> |

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| **Criterion 2.C** | *“Site Characteristics:* *Property is near health care services distinctly relevant to individuals requiring permanent supportive housing, or such services are accessible by proximate public transportation”* |
| **Documentation list** | * <Name of first document>
* <Name(s) of other documents>
 |
| **Narrative** | <Type narrative here> |

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| **Criterion 2.D** | *“Site Characteristics:* *Property is located near retail amenities with offerings equivalent to those provided by option (a) in Desirable/Undesirable Activities, subsection A. Desirable Activities.”* |
| **Documentation list** | * <Name of first document>
* <Name(s) of other documents>
 |
| **Narrative** | <Type narrative here> |

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| **Criterion 2.E** | *“Site Characteristics:* *Property is located near retail amenities with offerings equivalent to those provided by option (c) in Desirable/Undesirable Activities, subsection A. Desirable Activities.”* |
| **Documentation list** | * <Name of first document>
* <Name(s) of other documents>
 |
| **Narrative** | <Type narrative here> |

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| **Criterion 2.F** | *“Site Characteristics:* *Property is located near retail amenities with offerings equivalent to those provided by option (g) in Desirable/Undesirable Activities, subsection A. Desirable Activities.”* |
| **Documentation list** | * <Name of first document>
* <Name(s) of other documents>
 |
| **Narrative** | <Type narrative here> |

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| **Criterion 3** | *“Local characteristics: Applicant-submitted documentation evidences that the Local Government Boundary exhibits a high concentration of both supportive housing needs and relevant services.”* |
| **Clarifications** | * Applicants should not conduct local analyses themselves, but should provide evidence from external sources (e.g., a community needs assessment, a report or documentation from a local nonprofit)
* Applicants are encouraged to list any nonprofits or government agencies serving individuals in need of supportive housing within the area
 |
| **Documentation list** | * <Name of first document>
* <Name(s) of other documents>
 |
| **Narrative** | <Type narrative here> |

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| **Criterion 4.A** | *“Applicant has experience in the following:* *owning or managing properties with HUD rental assistance”* |
| **Clarifications** | Relevant questions to answer include but are not limited to the following: * How many applicant-owned properties evidence HUD rental assistance experience?
* How many different HUD rental assistance programs has the applicant worked with?
* How many applicant-owned properties utilize layered HUD assistance? Which programs were/are involved?
 |
| **Documentation list** | * <Name of first document>
* <Name(s) of other documents>
 |
| **Narrative** | <Type narrative here> |

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| **Criteria 4.B and 4.C** | **4.B** *“Applicant has experience in the following:* *owning or managing properties serving individuals with disabilities, the formerly homeless, or other supportive housing”***4.C** *“Applicant has experience in the following:* *working with service providers”* |
| **Clarifications** | **4.B** Please clarify the roles and responsibilities of the applicant relative to the above populations and, if partnerships were involved, the roles and responsibilities of any third parties. **4.C** Please clarify the roles and responsibilities of the applicant versus the roles and responsibilities of the providers. If applicable, the same documentation and narrative text may be used to address each of the above criteria. For example, the same partnership(s) may evidence applicant experience for both 4.B and 4.C.  |
| **Documentation list** | * <Name of first document>
* <Name(s) of other documents>
 |
| **Narrative** | <Type narrative here> |

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| **Criterion 4.D** | *“Applicant has experience in the following:* *working with a referring state health agency”* |
| **Clarifications** | * A “referring state health agency” means a state or state-funded organization that connects individuals in need of supportive housing with housing opportunities. Examples include but are not limited to Georgia’s Department of Behavioral Health and Development Disabilities (DBHDD), Department of Community Health (DCH), and Department of Family and Child Services (DFCS), or such agencies’ subgrantees (i.e., nonprofit or Community Service Board).
* Please clarify the roles and responsibilities of the applicant versus the roles and responsibilities of the agency or the agency’s subgrantees.
 |
| **Documentation list** | * <Name of first document>
* <Name(s) of other documents>
 |
| **Narrative** | <Type narrative here> |

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| **Criterion 5** | *“If applicable, Applicant has a strong track record with DCA-funded property compliance”*  |
| **Clarifications** | **Narrative not applicable**. Ranking will be based on points earned under *Appendix II Scoring Criteria, Compliance Performance*.Applications with points earned under *Compliance Performance* will be ranked higher than applicants without a DCA compliance history.  |
| **Documentation list** | N/A |
| **Narrative** | N/A |

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| **Criterion 5** | *“If applicable, Applicant has a strong track record of maintaining commitments under previous DCA PBRA agreements.”*  |
| **Documentation list** | * <Name of first document>
* <Name(s) of other documents>
 |
| **Narrative** | <Type narrative here> |