



**Scoring Rubrics: Exceptional Nonprofits and
Public Housing Authorities (2020 QAP)**

The pages that follow are the scoring rubrics that will be used to review 2020 9% Housing Credit Competitive applications seeking points under *Appendix II, Scoring, XV. Exceptional Nonprofit/Public Housing Authority*.

Please note that publicly posting the below scoring rubrics is solely to help applicants better understand the review process and what types of documentation will assist in the review process. DCA reserves the right to rank applications based on additional nuances not explicitly described in the rubrics, but which are consistent with the four categories of criteria: technical expertise, operating sustainability, management and governance, and community impact.

2020 Nonprofit Scoring Review Sheet

Project Name:
 Project Number: 2020-0XX
 Nonprofit Name:
 NP Score:

A. Technical Expertise in the tax credit program.				
				DCA Evaluation
Excellent (5)	Good (3)	Fair (1)	Poor (0)	
<p>-The Nonprofit has served as managing or Certifying GP and Developer for at least 5 successful LIHTC developments AND currently has no Significant Adverse Events or Adverse Circumstances that impact the capacity or qualifications of the Nonprofit.</p> <p>-The Nonprofit owner(s) has multiple staff members with demonstrated experience in the LIHTC industry and specialized skills required for LIHTC development and ownership.</p> <p>-The Nonprofit's staff members receive training opportunities in nonprofit financial management, real estate development, or multifamily ownership and federal compliance.</p> <p>-The Nonprofit regularly competes for and secures government resources outside of housing tax credits, including Home funds, other HUD financing, rental assistance, and funding for support services.</p>	<p>-The Nonprofit has served as managing or Certifying GP and Developer for at least 2 successful LIHTC developments AND currently has no Significant Adverse Events or Adverse Circumstances that impact the capacity or qualifications of the Nonprofit.</p> <p>-The Nonprofit owner(s) has multiple staff members with demonstrated experience in the LIHTC industry.</p>	<p>-The Nonprofit has successful ownership and development experience for at least 1 LIHTC development</p> <p>OR</p> <p>-The Nonprofit has only one full-time staff member with demonstrated Low-Income Housing Tax Credit development and ownership experience.</p>	<p>- Applicant receives zero for this scoring sub-section if Applicant has failed to produce documentation evidencing staff's experience with LIHTC industry.</p>	

B. Operating Sustainability of the organization.				
				DCA Evaluation
Excellent (5)	Good (3)	Fair (1)	Poor (0)	
<p>-The Nonprofit is engaged currently in a viable business line outside of the LIHTC program that has funded significant results aligned with its mission.</p> <p>-The Nonprofit currently secures funding outside of government resources, including direct fundraising efforts and/or grant funding provided by foundations or charities to fund activities or programs aligned with its mission.</p> <p>-The Nonprofit's cash and investments are at least 50% of annual operating expenses for the most current year, and Nonprofit has increase in net assets for the last 2 years.</p>	<p>-The Nonprofit has a viable LIHTC business line but no viable business line in addition to its LIHTC participation (including development/ownership and LIHTC consulting) that is currently active.</p> <p>- The Nonprofit secures financial resources outside of housing tax credits. Those additional resources may include HOME funds, other HUD financing, rental assistance, and funding for support services.</p> <p>-The Nonprofit's cash and investments are at least 25% of annual operating expenses, and Nonprofit has increase in net assets for at least 1 of the last 2 years.</p> <p>The Nonprofit does not meet all requirements for being designated as Excellent.</p>	<p>-The Nonprofit has an active LIHTC business line, but an Adverse Circumstance(s) has been identified that may affect the Operational Sustainability of the Nonprofit.</p> <p>The Nonprofit does not meet all requirements for being designated as Good.</p>	<p>Applicant receives zero for this scoring sub-section if Applicant has failed to produce any of the following documents or substitute document/explanation for absence of document(s):</p> <ul style="list-style-type: none"> - Copy of organization's publicly available federal Form 990 for 2017 and 2018 - Copy of 2018 and 2019 recent annual audits completed by an independent auditor for the Nonprofit (or 2017 and 2018 audits if Nonprofit operates on fiscal year ending after Application submission) 	

C. Management and governance of the Nonprofit				
				DCA Evaluation
Excellent (5)	Good (3)	Fair (1)	Poor (0)	
<p>-Application includes documentation of a detailed and formal strategic plan which establishes goals and guides the activities of the Nonprofit (note: bylaws and other organizational documents do not constitute a strategic plan).</p> <p>--Application documentation demonstrates that the staff of the nonprofit engages the Board of Directors with regular, detailed reports regarding development activities, portfolio performance, and any significant issues in need of resolution.</p> <p>-At least 51% of the members of the Board of Directors is comprised of individuals who do not have an identity of interest with the applicant, general partner(s), developer or management company.</p> <p>-Confirm that the Board of Directors has input in selection of the leadership of the Nonprofit, using documentation provided (including the Nonprofit/PHA Assessment Form).</p>	<p>-Application documentation demonstrates that the staff of the nonprofit engages the Board of Directors with regular, detailed reports regarding development activities, portfolio performance, and any significant issues in need of resolution.</p> <p>-The Board of Directors is comprised of individuals with varied professional skills/experience. At least 25% of the members of the Board of Directors is comprised of individuals who do not have an identity of interest with the applicant, general partner(s), developer or management company.</p> <p>-Documentation that Board meets regularly (at least 2x annually)</p>	<p>-Documentation in Application shows that the Board of Directors receives reports regarding the nonprofit's upcoming development activities.</p> <p>-The Board of Directors meets at least once annually.</p> <p>-The Board of Directors is comprised of individuals with varied professional skills/experience.</p>	<p>- Applicant receives zero for this scoring sub-section if Applicant has failed to produce documentation illustrating the Board of Directors interaction with the organization.</p>	

D. Community impact demonstrated by a record of funding and engaging in activities that have positively impacted communities in addition to LIHTC development.

				DCA Evaluation
Excellent (5)	Good (3)	Fair (1)	Poor (0)	
<p>-The Nonprofit has a record of initiating, engaging in, funding, and continues to fund activities or programs which have positively impacted communities beyond the development and ownership of LIHTC properties.</p> <p>- The Nonprofit engages the communities which it serves with an outreach platform. At minimum, the Nonprofit offers a website communicating the Nonprofit’s mission, services, and contact information.</p>	<p>- The Nonprofit has initiated and funded a modest but well-established and defined program to positively impact communities in addition to LIHTC development.</p>	<p>- The Nonprofit has engaged in activities that have positively impacted communities beyond the development and ownership of LIHTC properties, but has no record of funding such activities or programs.</p> <p>OR</p> <p>An affiliated parent organization of the non-profit has initiated, engaged in, funded and continues to fund activities or programs which have positively impacted communities beyond the development and ownership of LIHTC properties.</p>	<p>- Applicant receives zero for this scoring sub-section if Applicant has failed to produce documentation demonstrating community impact.</p>	

2020 Public Housing Authority (PHA) Scoring Review Sheet

Project Name:
 Project Number: 2020-0XX
 PHA Name:
 PHA Score:

A. Technical Expertise in the tax credit program.				
				DCA Evaluation
Excellent (5)	Good (3)	Fair (1)	Poor (0)	
<p>-The PHA has served as managing or Certifying GP and Developer for at least 5 successful LIHTC developments AND currently has no Significant Adverse Events or Adverse Circumstances that impact the capacity or qualifications of the PHA.</p> <p>-The PHA owner(s) has multiple staff members with demonstrated experience in the LIHTC industry and specialized skills required for LIHTC development and ownership.</p> <p>-The PHA's staff members receive training opportunities in PHA financial management, real estate development, or multifamily ownership and federal compliance.</p>	<p>-The PHA has served as managing or Certifying GP and Developer for at least 2 successful LIHTC developments AND currently has no Significant Adverse Events or Adverse Circumstances that impact the capacity or qualifications of the PHA.</p> <p>-The PHA owner(s) has multiple staff members with demonstrated experience in the LIHTC industry.</p>	<p>-The PHA has successful ownership and development experience for at least 1 LIHTC development.</p> <p>OR</p> <p>-The PHA has only one full-time staff member with demonstrated Low-Income Housing Tax Credit development and ownership experience.</p>	<p>- Applicant receives zero for this scoring sub-section if Applicant has failed to produce documentation evidencing staff's experience with LIHTC industry.</p>	

B. Operating Sustainability of the organization.				
				DCA Evaluation
Excellent (5)	Good (3)	Fair (1)	Poor (0)	
<p>-The PHA is engaged currently in a viable business line outside of the LIHTC program that has funded significant results aligned with its mission.</p> <p>-The PHA currently secures funding outside of government resources, including direct fundraising efforts and/or grant funding provided by foundations or charities to fund activities or programs aligned with its mission.</p> <p>-The PHA's cash and investments are at least 50% of annual operating expenses for the most current year.</p>	<p>-The PHA has a viable LIHTC business line but no viable business line in addition to its LIHTC participation (including development/ownership and LIHTC consulting) that is currently active.</p> <p>- The PHA secures financial resources outside of housing tax credits, but not including HOME funds or other HUD financing. Those additional resources may include other rental assistance and funding for support services.</p> <p>-The PHA's cash and investments are at least 25% of annual operating expenses for the most current year.</p> <p>-The PHA does not meet all requirements for being designated as Excellent.</p>	<p>-The PHA has an active LIHTC business line, but an Adverse Circumstance(s) has been identified that may affect the Operational Sustainability of the PHA.</p> <p>-The PHA does not meet all requirements for being designated as Good.</p>	<p>Applicant receives zero for this scoring sub-section if Applicant has failed to produce any of the following documents or substitute document/explanation for absence of document(s):</p> <ul style="list-style-type: none"> - Copy of 2018 and 2019 recent annual audits completed by an independent auditor for the PHA (or copy of 2017 and 2018 audits if PHA operates on fiscal year ending after Application submission) 	

C. Management and governance of the PHA				
				DCA Evaluation
Excellent (5)	Good (3)	Fair (1)	Poor (0)	
<p>-Application includes documentation of a detailed and formal strategic plan which establishes goals and guides the activities of the PHA (note: bylaws and other organizational documents do not constitute a strategic plan).</p> <p>--Application documentation demonstrates that the staff of the PHA engages the Board of Directors with regular, detailed reports regarding development activities, portfolio performance, and any significant issues in need of resolution.</p> <p>-At least 51% of the members of the Board of Directors is comprised of individuals who do not have an identity of interest with the applicant, general partner(s), developer or management company.</p> <p>-Confirm that the Board of Directors has input in selection of the leadership of the PHA, using documentation provided (including the Nonprofit/PHA Assessment Form).</p>	<p>-Application documentation demonstrates that the staff of the PHA engages the Board of Directors with regular, detailed reports regarding development activities, portfolio performance, and any significant issues in need of resolution.</p> <p>-The Board of Directors is comprised of individuals with varied professional skills/experience. At least 25% of the members of the Board of Directors is comprised of individuals who do not have an identity of interest with the applicant, general partner(s), developer or management company.</p> <p>-Documentation that Board meets regularly (at least 2x annually)</p>	<p>-Documentation in Application shows that the Board of Directors receives reports regarding the PHA's upcoming development activities.</p> <p>-The Board of Directors meets at least once annually.</p> <p>-The Board of Directors is comprised of individuals with varied professional skills/experience.</p>	<p>- Applicant receives zero for this scoring sub-section if Applicant has failed to produce documentation illustrating the Board of Directors interaction with the organization.</p>	

D. Community impact demonstrated by a record of funding and engaging in activities that have positively impacted communities in addition to LIHTC development.

				DCA Evaluation
Excellent (5)	Good (3)	Fair (1)	Poor (0)	
<p>-The PHA has a record of initiating, engaging in, funding, and continues to fund activities or programs which have positively impacted communities beyond the development and ownership of LIHTC properties.</p> <p>- The PHA engages the communities which it serves with an outreach platform. At minimum, the PHA offers a website communicating the PHA’s mission, services, and contact information.</p>	<p>- The PHA has initiated and funded a modest but well-established and defined program to positively impact communities in addition to LIHTC development.</p>	<p>- The PHA has engaged in activities that have positively impacted communities beyond the development and ownership of LIHTC properties, but has no record of funding such activities or programs.</p> <p>OR</p> <p>An affiliated parent organization of the PHA has initiated, engaged in, funded and continues to fund activities or programs which have positively impacted communities beyond the development and ownership of LIHTC properties.</p>	<p>- Applicant receives zero for this scoring sub-section if Applicant has failed to produce documentation demonstrating community impact.</p>	