



Hernando County

Housing & Supportive Services (HSS)

HOME Application Scoring Checklist

Reviewer Instructions

This checklist ensures consistent scoring of HOME Program applications. Review each category using the criteria below and record the score and supporting notes in the scoring table.

- Organizational Capacity (0–10 pts): Evaluate experience, financial stability, support services and administrative ability.
- Project Quality & Design (0–20 pts): Assess property standards, sustainability, and overall quality.
- Location & Market Feasibility (0–10 pts): Confirm market study and site suitability.
- Income Targeting & Affordability (0–20 pts): Verify compliance with HOME income and rent limits.
- Financial Feasibility & Leveraging (0–10 pts): Review budget, pro forma, and funding commitments.
- Community Support & Engagement (0–10 pts): Check for letters of support and outreach evidence.
- Project Readiness (0–10 pts): Ensure site control and readiness to start within 90 days.
- Compliance & Reporting Plan (0–10 pts): Confirm plans for Section 3, MBE/WBE, and reporting.

Two bonus categories (shown highlighted in the table) can add up to 20 additional points, for a maximum possible score of 120.

Applicant Name

Project Name

Date Reviewed

Reviewer Name

Scoring Table

Category	Max Points	Score	Reviewer Notes
Organizational Capacity	10	/ 10	<i>Comment on applicant experience, staffing, past performance, and financial management.</i>
Project Quality & Design	20	/20	<i>Note construction quality, sustainability features, and compliance with HOME standards.</i>
Location & Market Feasibility	10	/ 10	<i>Discuss site suitability, market demand, and neighborhood characteristics.</i>
Income Targeting & Affordability	20	/ 20	<i>Explain rent limits, income qualification, and long-term affordability.</i>
Financial Feasibility & Leveraging	10	/ 10	<i>Assess budget accuracy, secured funding, leveraging ratio, and underwriting.</i>
Community Support & Engagement	10	/ 10	<i>Summarize community outreach, letters of support, and neighborhood response.</i>
Project Readiness	10	/ 10	<i>Review readiness to proceed, site control, environmental review, and timeline.</i>
Compliance & Reporting Plan	10	/ 10	<i>Describe reporting plan, Section 3, MBE/WBE, and monitoring compliance.</i>
BONUS: AMI Targeting	10	/ 10	<i>Award 10 points if at least 50% of units target $\leq 30\%$ AMI. Award 5 points if at least 25% of units Target $\leq 50\%$ AMI.</i>
BONUS: Priority Target Location	10	/ 10	<i>Award 10 points if the project is located within ZIP code 34602, 33523, or 33597, or within the Kass Circle Redevelopment Agency Area.</i>

Category	Max Points	Score	Reviewer Notes
TOTAL SCORE	120	/ 120	<i>Base categories: 100 pts max. Bonus categories: up to 20 pts max.</i>

Recommendation

☐ Approve ☐ Approve with Conditions ☐ Deny

If “Approve with Conditions,” list conditions (attach a separate page if more space is needed)

Reviewer Signature

Date
