

MINOR REPAIR DETAILED EVALUATION CRITERIA

CATEGORY	MAXIMUM POINTS	REQUIREMENTS TO RECEIVE MAXIMUM SCORE
Experience and capacity of proposed team		
100		
Organizational capacity (developer), including board composition and functioning, financial controls	3	<p>Nonprofit board membership and minutes demonstrate range of board expertise and engagement needed to support appropriate oversight of organization operations and finances. Board composition and attendance over the past 12 month period aligns with requirements of by-laws. Organization does not have any judgements or litigation that could significantly impact its ability to execute the scope of work proposed.</p> <p>Organization is financially stable and demonstrates appropriate financial controls. Audits/financials show no finding or concerns that impact the organization's ability to execute the proposed scope of work. Audits/financials demonstrate that organization is at breakeven or better for two year period. Taxes are current or approved plan in place to bring taxes current. (If no approved plan is in place at time of proposal submission, DCD may issue an award contingent upon an approved plan being put in place by April 30, 2018.)</p>
Experience of key staff assigned to project	13	Organizational chart is clear; roles and responsibilities for each phase of work (e.g., intake, construction management) are clearly delineated; staffing levels appropriate for way applicant proposes to manage program; proposed program manager and key staff have 5+ years experience with similar work
Experience managing similar repair activities in past 3 years		
Experience managing similar repair activities in past 3 years	13	Organization has effectively managed similar program that provided rehabs for at least 20 home repairs per year in the past three years, including intake, income certification, work scoping and delivery; and close-out.

Experience working with low income homeowners, including elderly and disabled homeowners.	12	Organization has provided housing assistance in the form of repairs, rehabilitation or new unit construction for at least 20 low income homeowners per year for the past 3 years, including elderly and disabled homeowners.
Proposed plan for delivering requested services		
Intake	7	Organization has clear plan to advertise program and receive applications; organization has experienced staff and appropriate tracking systems in place to support these activities
Owner and property eligibility	5	Organization has clear plan to determine property and owner eligibility; organization has demonstrated experience with income certification using HUD Part 5; organization has appropriate staff, protocols and systems (tracking, record-keeping) in place to support these activities
Property inspection and work write up	6	Organization has clear plan to complete property inspection and work write up; sample work write up is clear, complete and actionable; organization has appropriate staff and systems (e.g. work write up system, drawing program if applicable) in place to support these activities
Construction management	6	Organization has clear plan for monitoring work progress and inspecting work completed; organization has appropriate staff, protocols and systems in place to support these activities
Project closeout	4	Organization has clear plan to close out repair, including homeowners sign off. Organization has appropriate staff, protocols and record-keeping systems in place to support these activities.
Proposed budget and number of homes to be repaired	3	Proposed budget is consistent with number of homes to be repaired and city requirements about allocation of repair and administrative funds.
Commitment to participation of minority and women-owned business enterprises	3	EBOP plan sets out specific goals of at least 11% minority owned and 7% women owned
Experience managing federal, state or local funding appropriately		

Demonstrated capacity to manage public dollars and comply with funding requirements	10	Organization does not have any outstanding fiscal or programmatic compliance problems for other public funding, including other City of Durham funding. 'Outstanding' refers only to problems which have not been resolved or for which an approved corrective action plan is not in place.
Ability to leverage City Funds		
Other funds managed by the applicant	12	Applicant currently manages at least \$100,000 in funds that are targeted for similar repair activities in the City of Durham (proportional allocation of points for amounts >\$0 but less than \$100k)