

Sample Rating and Ranking Applicant Selection Criteria Advertisement
and
Sample Criteria and Point System

The ***(unit of local government)*** is applying for funds under the Community Development Block Grant (CDBG) Program to upgrade housing in the community. Rehabilitation Assistance offered through this federally funded program is in the form of a _____ year, forgivable mortgage. The goal of the CDBG Program is to improve the housing conditions for low-and moderate-income persons. The project will be offered on a voluntary basis, therefore the power of eminent domain will not be utilized for the purposes of this program.

If you are interested in applying for assistance and your household meets the following basic criteria, please ***(insert appropriate contact details)*** to apply. Representatives from ***(insert appropriate details)*** will contact you to obtain basic information and a certified housing inspector will perform a work write-up on your home.

Basic Criteria:

- Must be owner-occupied as principal place of residence
- Must be located in within the ***(unit of local government)*** limits
- Must have an annual income (for all persons over the age of 18 living in the household) at or below the following dollar amounts:

Household Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
80% Median Income	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <i>INSERT THE APPLICABLE COUNTY'S SECTION 8 HUD MEDIAN INCOME LIMITS</i> </div>							

In the event that not all interested households can receive assistance, homeowner households with the greatest need will have top priority. Selection criteria of who could participate will be based upon structural conditions, occupancy, income, elderly, female head of household and taxes to be paid.

*Prioritization points are subject to change based upon re-verification of income and household familial status, which must be done for each household if the ***(unit of local government)*** receives CDBG funding approval. Ranking of Households are subject to change based on the change in prioritization points of if a top ranked applicant chooses not to participate in the “voluntary” project.*

Applications for assistance will be accepted from ***(date)*** until ***(date)***.

For more information contact...

Include Public Hearing details. Including clause indicating all persons are invited to attend.

The Kentucky Relay Service for the hearing and speech impaired:
 Phone: 800-648-6057 Voice; TTY/VCO/HCO/ASCII: 800-648-6056.



The ***(unit of local government)*** is an Equal Housing Opportunity Provider; and does not discriminate on the basis of handicap, race, color, national origin, religion, sex, familial status or age.

SAMPLE CRITERIA AND POINT SYSTEM

1. Structural conditions*
 - a. 4 or more structural items =20 pts.
 - b. 3 structural items =15 pts.
 - c. 2 structural items =10 pts.
 - d. 1 structural items = 5 pts.

*Based upon certified housing inspector's report. The certified housing inspector will also be responsible for determining which structures have the greatest health and safety concerns if applicants share same point scoring.

2. Income
 - a. Extremely Low =20 pts.
 - b. Very Low =10 pts.
 - c. Low = 5 pts.
 3. Elderly = 5 pts.
 4. Female Head of Household =5 pts.
 5. Taxes paid to date =5 pts.
- Total Points Possible =55 pts.