



Barnes Fall 2023 Round 12 ARPA Grant #2: Co-Op Housing Scoring Matrix

Thresholds: Staff					
Section I: Minimum Standards: Required Elements (Yes/No)		#1. Complete Application	#2. Audit/Financials	#3. Organizational Information	#4. Due Diligence
Required Elements	Yes/No Each of these items must be checked off as a YES in order to be considered for funding.	Application is complete. All questions are answered thoroughly throughout the entire narrative. All required uploads are attached, including Universal Design Matrix, Affirmative Marketing Plan, tenant education plan, Energy Efficiency & Sustainability Matrix, and DEAI Matrix.	For organizations with annual budget above \$500,000: - Audit for lead applicant organization completed within the past 24 months with no findings. For organizations with annual budgets of \$200,000-\$500,000: - Financials completed by independent CPA. Lead Organizations must show positive operational cash flow and positive net worth.	Organizational Information is complete. Applicant/Lead Organization must be a 501(c)3 nonprofit organization. No part of leadership team is involved in a lawsuit or has outstanding claims for safety violations or wage payments. Portion of administration (developer) fee to be paid by Barnes is no more than 25% of the project's total Barnes grant request. <i>Details will be required in Questions 5 & 7.</i>	Applicant has described their due diligence in terms of zoning, permitting, and codes and has provided name of Metro official met with. On question 8, they've provided details about zoning, and on question 12, they've specified the level of design for the project (design development, construction, schematics, concept).
NOTE: If any of the Minimum Standards Criteria is not met, staff will not advance the proposal for further consideration.					
Section II: Staff-Scored Elements		Exceptional 10 points	Strong 7 points each	Needs Improvement 5 points each	Missing Information 3 - 0 points each
Organization	#5. Team Experience and Capacity	The team is comprised of organizations with deep experience (11+ yrs) building similar housing: - Development and construction - Limited-equity housing cooperatives, especially experience with project life-cycle from creation to family move-out and risk mitigation - Co-op or condo experience, legal expertise - Financial expertise with low-income housing - Community outreach Proposal reflects a deep understanding of how to support the launch of a cooperative housing model in mixed-income environment for families at or below 50% AMI and how to prioritize at-risk families. ___ of projects completed over ___ years	Multiple organizations, at least one member of leadership team has significant (8-11 years) experience building similar housing: - Development and construction - Limited-equity housing cooperatives, especially experience with project life-cycle from creation to family move-out. Some experience with community outreach, cooperative creation (financial and legal) and cooperative experience. Proposal reflects understanding of how to support the launch of a cooperative housing model for families at or below 50% AMI and how to prioritize at-risk families. ___ of projects completed over ___ years	Team is comprised of 2 organizations. At least one member of leadership team has some (5-8 yrs) experience building similar housing: - Development and construction - Limited-equity housing cooperatives, especially experience with project life-cycle from creation to family move-out. Limited experience with community outreach, cooperative creation (financial and legal) and cooperative experience. Proposal reflects limited understanding of how to launch cooperative housing model for families at or below 50%. Does not address prioritizing at-risk families. ___ of projects completed over ___ years	3 pts: The application represents a single organization with no partners. At least one member of leadership team has limited (3-5 years) experience building similar housing. 0 pts: No one on leadership team has more than 3 years experience building similar housing. Project demonstrates no expertise in cooperative housing models. ___ of projects completed over ___ years

Project Funding	#6. Funding Sources and Uses	Barnes request is <u>no more than 50%</u> of total project budget and organization has <u>committed funding for remaining balance</u> . Funding sources may include private loan, non-federal match, and/or organizational equity. Letters of commitment or similar confirmations attached in the upload. Catalyst Fund cannot be used.	Barnes request is <u>more than 50% of budget</u> and organization has <u>committed funding for remaining balance</u> . Funding sources may include private loan, non-federal match, and/or organizational equity. Letters of commitment or similar confirmations attached in the upload. Catalyst Fund cannot be used.	Barnes request is <u>no more than 50%</u> of budget but organization only has <u>committed funding for at least 40% of project</u> , with <u>tentative funding for remaining balance</u> . Funding sources may include private loan, non-federal match, and/or organizational equity. Letters of commitment for committed funds are attached, plus explanation of status for tentative funding. Catalyst Fund cannot be used.	3 pts: Barnes request is <u>no more than 50%</u> of budget, but organization has only <u>tentative funding for remaining balance</u> . 0 pts: Barnes request is <u>more than 50% of budget</u> , and organization has only <u>tentative funding for remaining balance</u> .
Project Funding	#7. Administration Fee	Portion of administration (developer) fee to be paid by Barnes is <u>no more than 25%</u> of project's total Barnes request, detail on use of fee is provided, and Applicant has <u>written agreements</u> for committed consultancies or partnerships including legal, financial, and limited-equity cooperative development expertise.	Portion of administration (developer) fee to be paid by Barnes is <u>no more than 25%</u> of the project's total Barnes grant request, and Applicant has <u>cost estimates</u> for prospective consultancies or partnerships including legal, financial, and limited-equity cooperative development.	Portion of administration (developer) fee to be paid by Barnes is <u>no more than 25%</u> of the project's total Barnes grant request, and Applicant has <u>informal agreements</u> with partners with <u>rough estimates</u> of associated costs.	3 pts: Portion of administration (developer) fee paid by Barnes is <u>more than 25%</u> of the project's total Barnes grant request. Applicant has <u>informal agreements</u> with partners with <u>rough estimates</u> of associated costs. 0 pts: Proposal fails to showcase thorough research into the costs associated with the creation of a limited-equity cooperative.
Project Approach	#8. Site Control & Zoning & Timeline	If requesting Metro-owned property, 99-year ground lease or land trust is specified. If not, site is owned by the applicant (deed in hand), or 99-year ground lease. A) Property is zoned for the development. OR B) If property IS NOT zoned: Applicant has verified with Metro Planning staff that rezoning is feasible (provided that Metro Council approves). Includes a. Council Member letter of support for project and b. Date of conversation and contact info for Planning Staff involved in verification conversation. Proposal clearly demonstrates how the project will be completed and funds expended by 12/31/26.	If requesting Metro-owned property, 99-year ground lease or land trust must be specified. If not, site has a signed sales contract or purchase option and is currently zoned for the proposed development. Proposal clearly demonstrates how the project will be completed and funds expended by 12/31/26.	Site is owned by the applicant or has 99-year ground lease, but is not zoned for the proposed development and no verification is provided as required by question 8. Proposal clearly demonstrates how the project will be completed and funds expended by 12/31/26.	2 pts: Site has a signed sales contract or purchase option but requires rezoning for the proposed development. 0 pts: Build site is not identified or is without site control and not zoned for the development or timeline is not sufficient.

Total Required Elements Sections I & II points available: 40. Applicants must meet threshold of at least 20 points available to continue to Section III: Evaluation Criteria (Scored).

External Review Committee					
Section III: Evaluation Criteria (Scored)		Exceptional 15 points	Strong 10 points	Needs Improvement 7 - 5 points	Missing Information 3 - 0 points
Project Approach	#9. Project Type	<p>The proposal has robust plan to create/preserve 100+ units at or below 50% AMI in a mixed-income environment Proposal reflects an understanding of how to prioritize at-risk families and create housing security for existing tenants. Can also include new construction.</p> <p>New and conversion: Applicant has demonstrated thoughtful approach to prioritizing housing security while also achieving goal of housing families below 50%AMI.</p> <p>Proposal demonstrates how the co-op will be structured and managed as well as anticipated fees.</p>	<p>The proposal will use requested funding for units at or below 50% AMI in a mixed-income environment with a plan for creating or preserving more than 50 units. Proposal reflects an understanding of how to prioritize at-risk families.</p> <p>Proposal includes conversion of existing rental housing in order to create housing security for existing tenants. Can also include new construction.</p> <p>New and conversion: Applicant has demonstrated preliminary approach to prioritizing housing security while also achieving goal of housing families below 50%AMI.</p>	<p>The proposal will use requested funding for units at or below 50% AMI with a plan creating or preserving less than 50 units.</p> <p>Proposal includes only new construction, or conversion plan lacks detail.</p> <p>Applicant has demonstrated preliminary approach to prioritizing housing security while also achieving goal of housing families below 50%AMI.</p>	<p>2 pts: The number of units at or below 50% AMI is unknown. New construction with minimal consideration of long-term resident mix, or conversion plan that lacks detail.</p> <p>0 pts: New construction proposal with no plan for long-term resident mix.</p>
Project Approach	#10. Marketing and Outreach	<p>Project includes robust marketing plan for reaching at-risk families that are facing housing crisis (see Grant Policy). Affirmative Marketing Plan is included.</p> <ul style="list-style-type: none"> - Conversion: Outreach includes significant tenant relationships and plan for thorough engagement during conversion. - New construction: Outreach for potential cooperative members includes affirmative marketing plan to reach multiple cultural communities, and collaboration with more than one trusted community organization. - New and Conversion: Includes tenant education on understanding cooperative housing, roles, and responsibilities. <p>Organization shows a strong commitment to understanding the current community needs through assets such as a community needs assessment, survey, or other such data analysis.</p>	<p>Project includes basic marketing plan for reaching at-risk families that are facing housing crisis (see Grant Policy). Affirmative Marketing Plan is included.</p> <ul style="list-style-type: none"> - New construction: Outreach for potential cooperative members includes affirmative marketing plan to reach multiple cultural communities, and collaboration with one trusted community organization. - Conversion: Outreach includes significant tenant relationships and plan for thorough engagement during conversion. - New and Conversion: Includes tenant education on understanding cooperative housing, roles, and responsibilities. <p>Organization provides some data, but prior community analysis or diverse outreach is limited or not available.</p>	<p>Project includes basic marketing plan for reaching at-risk families that are facing housing crisis (see Grant Policy), but plan is incomplete. Affirmative Marketing Plan is not included.</p> <p>New construction: Outreach for potential cooperative members includes affirmative marketing plan or collaboration with one or more trusted community organization.</p> <p>Conversion: Proposal includes a plan for tenant education on understanding cooperative housing, roles, and responsibilities.</p> <p>Data provided is sparse, generalizations, or not included.</p>	<p>2 pts: No affirmative marketing plan is included but there is information about collaboration efforts with trusted community organizations or prospective outreach.</p> <p>0 pts: No outreach plan is included.</p>

<p>Project Approach</p>	<p>#11. Participant Engagement Details</p>	<p>Proposal includes the following: A) Robust plan for educating members about purpose of cooperative, roles, and responsibilities. Organization or partners can provide materials at minimal cost and in multiple languages. B) Demonstrates experience working with populations through education process, and deep understanding of aspects and challenges of cooperatives. C) Includes description of operations and management of the cooperative development. D) Shows expertise in co-op board development and coaching. E) Includes a plan for educating partners (lenders, philanthropic partners, city officials) and the community on the cooperative model. F) Demonstrates a desire to track learnings and develop a replicable Nashville model for limited-equity cooperatives.</p>	<p>Proposal includes the following: A) Basic plan for educating members about purpose of cooperative, roles, and responsibilities. Organization has rough plan to provide materials at minimal cost in one other language. B) Demonstrates experience working with populations through education process, and moderate understanding of aspects and challenges of cooperatives. C) Shows expertise in co-op board development and coaching.</p>	<p>Proposal includes the following: A) Outline for educating members about purpose of cooperative, roles, and responsibilities. Organization plans to provide materials at minimal cost in English only. B) Demonstrates experience working with populations through education process, and moderate understanding of aspects and challenges of cooperatives.</p>	<p>Proposal indicates a desire to educate members but lacks a robust plan. No experience with aspects and challenges of cooperatives is demonstrated.</p>
<p>Project Approach</p>	<p>#12. Quality Design</p>	<p>At least 10 of the criteria on the Metro Housing Trust Fund Universal Design Checklist must be met to be considered for funding. Meeting more than 10 criteria will contribute to higher score such as: A) Plan for resident connection, access to high-need assets (health, education, safety, etc.), and amenities to serve intended population. B) Support of neighborhood character, bold design, premium materials, flexibility, and/or environmental factors. Units are designed to serve families and therefore have 2 or more bedrooms. For new construction, write ups are considered design level or are stock plans. Construction drawings, site and architecture plans are included.</p>	<p>In addition to 10 Universal Design Checklist items, project includes one aspect of inclusive, sustainable, and/or welcoming design concepts, including: A) Plan for resident connection, access to high-need assets (health, education, safety, etc.), and amenities to serve intended population. B) Support of neighborhood character, bold design, premium materials, flexibility, and/or environmental factors. For new construction, write ups are considered schematic level.</p>	<p>Project includes few aspects of inclusive, sustainable, and/or welcoming design concepts. Architecture, site plans, and construction write ups are considered concept level.</p>	<p>No inclusive design aspects are included in project proposal. Site plans, construction write-up, and architecture plans are rough outlines with only basic information (2 pts), or no plans are included or are missing information (0 pts).</p>

Project Approach	#13. Sustainability & Resilience	<p>Applicant goes above and beyond sustainability and resiliency requirements such as reduced environmental impacts and ability to withstand a variety of extreme weather events. Project includes 10 criteria from the Energy Efficiency & Sustainability Checklist, plus at least 5 additional criteria, such as</p> <ul style="list-style-type: none"> A) Owner education on sustainability concepts B) Policies incorporating sustainability concepts C) High performing and sustainable building materials, D) Energy and water conservation measures, deployment of renewable energy installations, emphasis on waste reduction and recycling, incorporation of green space, EV-ready measures, bike racks, mobility, etc. <p>Checklist is submitted with application.</p>	<p>Applicant goes addresses sustainability and resiliency requirements such as reduced environmental impacts and ability to withstand a variety of extreme weather events. Project includes three or four or more additional sustainability measures beyond what is required in checklists.</p> <p>Examples of additional efforts include:</p> <ul style="list-style-type: none"> A) Cooperative member education on the concepts of sustainability and resilience B) Using high performing and sustainable building materials C) Energy and water conservation measures, emphasis on waste reduction and recycling, incorporation of green space, mobility, etc. 	<p>Applicant demonstrates some commitment to sustainability and resilience by incorporating one or two additional sustainability or resilience measures beyond what is required in checklists.</p> <p>Examples of additional efforts include:</p> <ul style="list-style-type: none"> A) Energy efficiency B) Water conservation C) Waste reduction and recycling, green space, mobility, etc. 	<p>Proposal does not include evidence of sustainability and resilience measures beyond what is required in checklists, or Applicant does not commit to items required in checklists.</p>
		5 points each	4 points each	3 points each	2 - 0 points each
Project Approach	#14. Access to Transit	<p>The housing units are located near a frequent transit corridor and within 0.25 walkable miles of a public transit stop.</p> <p>Education for residents is provided about transit access, including: accessible ride information, route information, provided greenway maps, and/or Transportation Demand Management (TDM) information.</p>	<p>The housing units are located near a frequent transit corridor and between 0.25 and 0.5 walkable miles of a public transit stop.</p> <p>If not a walkable 0.25 - 0.5 mile of a transit stop, mitigation is provided by the development which may include transit to a transit access point.</p>	<p>The housing units are located near a frequent transit corridor and within 0.75 walkable miles of a public transit stop.</p> <p>If not a walkable 0.75 mile of a transit stop, mitigation is provided by the development which may include transit to a transit access point.</p>	<p>2 pts: The housing units are located near a frequent transit corridor or local service corridor and within 1 walkable mile of a public transit stop or further but transit is not provided.</p> <p>0 pts: The housing units are not within 1 mile of any public transit stops, and no other transit is provided.</p>
Total Points available for Section III: 80					
Total Points available for Sections I, II, and III before Bonus Points Section: 120 Applicants must have a cumulative score of at least 60 points before bonus points to be considered for funding.					
Section IV: Bonus Points (Scored)	Exceptional 5 points	Strong 4 points	Needs Improvement 3-2 points	Missing Information 0 points	

<p>Bonus</p>	<p>#15. Diversity, Equity, Accessibility & Inclusion</p>	<p>Applicant goes above and beyond representation in terms of equity. Board and staff are representative of the communities they serve.</p> <p>Proposal includes 5 to 7 examples of DEAI practices.</p> <p>DEAI matrix is included and thoughtfully filled out.</p>	<p>Applicant includes some measures of DEAI work beyond representation in terms of equity. Proposal includes 3 or 4 examples of DEAI practices.</p> <p>DEAI matrix is included and thoughtfully filled out.</p>	<p>Applicant has some DEAI measures in place that meet basic standards of inclusion including but not limited to:</p> <ul style="list-style-type: none"> A) Staff/board training B) Moderate representation through board or staff of the populations served C) Required zoning community feedback D) Some resident connection points (3 pts). <p>Proposal includes basic DEAI measures for limited minority representation or populations served (2 pts).</p>	<p>Applicant has limited representative DEAI measures including but not limited to:</p> <ul style="list-style-type: none"> A) Little or no accessibility B) Staff or board representation of minority/women is not significantly representative of the populations served (1 pt). <p>There are no visible DEAI measures taken by the applicant organization outlined by the provided narrative (0 pts).</p>
<p>Bonus</p>	<p>#16. Deeply Affordable Housing</p>	<p>Units below 30% AMI are included in the development in a meaningful way (>10% of included units).</p>	<p>Units below 30% AMI are included in the development in a meaningful way (5% or more of included units).</p>	<p>Units below 30% AMI are included in the development in a meaningful way (less than 5% of included units).</p>	<p>No units below 30% AMI are included in the development in a meaningful way.</p>

<p>Bonus</p>	<p>#17. Healthy Communities</p>	<p>Project is carefully designed to address the physical and behavioral health needs of residents. Proposal promotes healthy, stable living conditions and incorporates health-conscious features and amenities into design.</p> <p>Applicant demonstrates desire to create effective, sustainable health interventions and shows concerted effort to</p> <ul style="list-style-type: none"> - research health disparities within the community - seek input from residents, community members, and public health professionals - strive to be preventive in nature and address neighborhood conditions or barriers to health resources. <p>Bonus points will be considered for applicants who demonstrate that they have assessed research, learned about health needs and inequities within the development's community, and has utilized data or analysis of projects intended and unintended impacts on Social Determinants of Health (SDOH), or has developed evidence-driven strategies to address health equity issues.</p>	<p>Applicant demonstrates desire to create effective, sustainable health interventions and shows concerted effort to</p> <ul style="list-style-type: none"> - research health disparities within the community - seek input from residents, community members, and public health professionals - strive to be preventive in nature and address neighborhood conditions or barriers to health resources. <p>and</p> <p>Project shows effort to address the physical and behavioral health needs of residents. Proposal incorporates a number of health-conscious features and amenities into design tied to the research and input received.</p>	<p>Applicant plans to assess physical/health needs such as conducting health screenings of current residents and then to address those findings (i.e., building in walking paths or exercise rooms to address effects of sedentary lifestyles).</p> <p>and/or</p> <p>Applicants plans to address several health needs, barriers, and inequities by creating targeted efforts to improve living conditions, lessen safety concerns, and/or provide disability accommodations.</p>	<p>The applicant shows basic efforts to understand health needs and inequities within the community where the development will be located.</p> <p>and/or</p> <p>The proposal includes basic health interventions, features, or design considerations that promote general health benefits for residents. There are no health measures taken by the applicant organization.</p>
<p>Bonus</p>	<p>#18. Urban Zoning Overlay (UZO)</p>	<p>All units are located within the Urban Zoning Overlay</p>	<p>Greater than 50% of the units are located within the Urban Zoning Overlay</p>	<p>Less than 50% of the units are located in the Urban Zoning Overlay</p>	<p>No units are located within the Urban Zoning Overlay</p>
<p>Bonus</p>	<p>#19. Walkability and Food Access</p>	<p>Preference will be given to accessible, connected developments. Determine the walk score for the proposed development including transit access, walkability and amenity access including access to grocery stores at https://www.walkscore.com/</p>	<p>Development is somewhat accessible and connected. Determine the walk score for the proposed development including transit access, walkability and amenity access including access to grocery stores at https://www.walkscore.com/</p>	<p>Development is minimally accessible and connected. Determine the walk score for the proposed development including transit access, walkability and amenity access including access to grocery stores at https://www.walkscore.com/</p>	<p>Development is not accessible or connected. Determine the walk score for the proposed development including transit access, walkability and amenity access including access to grocery stores at https://www.walkscore.com/</p>
<p>Total Points available for all Sections including Bonus: 145</p>					