



**CITY OF ALBUQUERQUE**  
**Department of Family and Community Services**  
**POLICY-BASED RANKING MATRIX**  
**Rental Development and Land Acquisition Only Applications**

Name of Applicant: \_\_\_\_\_

Applicant Self Ranking Completed by: \_\_\_\_\_  
 Name and Title Date

Staff Ranking Completed by: \_\_\_\_\_  
 Name, Title and Department Date

**This Matrix will be used to rank projects requesting funding from ALL funding sources.**  
**Information required to complete items on this Matrix can be found in the Attachments and are identified by their item #.**

**Step 1**

**The following questions are Threshold Requirements and must ALL be answered YES to be considered for funding. Please acknowledge your responses by circling "Yes" or "No" in the columns below.**

<u>Criteria</u>			<u>CITY VERIFICATION</u>
1. Does this project serve the required percentage of families at or below 80% of the Area Median Income (AMI)?	1. Yes	1. No	1. _____
2. Is applicant a not-for-profit or is the not-for-profit a controlling partner in the applicant partnership? <u>Not-for-profit must be authorized to do business in New Mexico and have received a 501 (c)(3) determination from the IRS.</u>	2. Yes	2. No	2. _____
3. Is the not-for-profit a city approved Affordable Housing Development Organization (AHDO) or Community Housing Development Organization (CHDO)?	3. Yes	3. No	3. _____
4. For new construction of units required to comply with the Fair Housing Amendments Act Guidelines, does the project comply with these requirements? Submit Certification in Attachment 4. For new construction of residential units <b>not</b> required to comply with the Fair Housing Amendments Act, (for example single family detached units, duplexes, triplexes or townhomes), does the project incorporate Visitability Elements listed in Attachment 2 to the extent feasible given site constraints? If not feasible, provide justification.	4. Yes	4. No	4. _____
5. Is this project financially feasible and financially sustainable?	5. Yes	5. No	5. _____
6. Has the applicant submitted an Affirmative Marketing Plan?	6. Yes	6. No	6. _____
7. For new construction, project is not located in a floodplain or will be constructed in a manner that it can be removed from the floodplain. (Attach FEMA Map)	7. Yes	7. No	7. _____



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<p>8. Evidence of Neighborhood outreach by providing the following documentation:</p> <ul style="list-style-type: none"> <li>a. Map of Neighborhood Associations from the City’s Office of Neighborhood Coordination and their proximity to the potential Project.</li> <li>b. Notification in the form of e-mails and/or letters to neighborhood association(s) or area residents within 1 mile of the project.</li> <li>c. Fliers disseminated in immediate neighborhood about the project (attach the flyer and list of addresses).</li> <li>d. Agendas, meeting minutes, and sign-in sheets from Community Meeting(s) with area residents. Sign-in sheets should identify neighborhood represented, and physical address, and signed surveys about the Project.)</li> </ul>	<p>8.</p> <ul style="list-style-type: none"> <li>a. Yes</li> <li>b. Yes</li> <li>c. Yes</li> <li>d. Yes</li> </ul>	<p>8.</p> <ul style="list-style-type: none"> <li>a. No</li> <li>b. No</li> <li>c. No</li> <li>d. No</li> </ul>	<p>8.</p> <ul style="list-style-type: none"> <li>a. _____</li> <li>b. _____</li> <li>c. _____</li> <li>d. _____</li> </ul>
<p><b>Does the proposed Project meet ALL Threshold Requirements in #s 1-8 above?</b></p>	<p align="center"><b>YES – Go to Step 2</b></p>	<p align="center"><b>NO – Application is Invalid</b></p>	<p align="center"><b><u>CITY DETERMINATION</u></b></p>
<p><b><u>Step 2</u></b>  <b><u>Please acknowledge your responses by circling “Yes” or “No” in the columns below.</u></b></p>			
<p align="center"><b><u>Required Criteria</u></b></p> <ul style="list-style-type: none"> <li>1. Does the project incorporate permanent affordability mechanisms?</li> <li>2. Does the project leverage City Funds 4:1? (calculation: TDC/City Funds:1)</li> <li>3. If #2 is answered “No”, please justify how your project qualifies for an exception.</li> <li>4. Are at least 30% of the units serving households at or below 80% of the area median income?</li> <li>5. Are 20% or less of the City Funds being used to fund development soft costs? (see Attachment 8 for definition of “project related development soft costs”)</li> <li>6. Does this project incorporate elements of Universal Design? If so, provide narrative.</li> </ul>	<ul style="list-style-type: none"> <li>1. Yes</li> <li>2. Yes</li> <li>3. Yes</li> <li>4. Yes</li> <li>5. Yes</li> <li>6. Yes</li> </ul>	<ul style="list-style-type: none"> <li>1. No</li> <li>2. No</li> <li>3. No</li> <li>4. No</li> <li>5. No</li> <li>6. No</li> </ul>	<p align="center"><b><u>CITY VERIFICATION</u></b></p> <ul style="list-style-type: none"> <li>1. _____</li> <li>2. _____</li> <li>3. _____</li> <li>4. _____</li> <li>5. _____</li> <li>6. _____</li> </ul>



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<b>Step 3</b>						
<b>The following criteria are competitive criteria that are weighted based upon policies intended to create outcomes as identified in the Workforce Housing Opportunity Act and Consolidated Plan. Some criteria assign one set of points while other criteria assign a range of points.</b>						
Program Elements	Criteria	Point System	Total Possible	Total Score By Applicant	Total Score By City Staff	
	<b>Minimum Number of Points required to compete:</b> For Rental Development Projects = <b>147</b> For Land Acquisition Only Projects = <b>63*</b>		<b>210</b> <b>90</b>			
<b>*When applicants apply for funds for future development projects, they will be required to meet the minimum points required for that development type.</b>						
<b>1. Neighborhood Conditions</b>  See Attachments 3, 3a and 3b	1. Project will serve to stabilize neighborhood by upgrading the existing housing inventory and/or preserving a mixed-income community. <b>Standard for Review:</b> Determine whether the neighborhood is identified as stable or prone to disinvestment or gentrification on the City of Albuquerque Neighborhood Status Maps a. Prone to gentrification (Attachments 3 & 3b) = <b>5 points</b> b. Prone to disinvestment (Attachments 3a & 3b) = <b>5 points</b> c. Describe how development strategy will mitigate disinvestment risk (refer to ConPlan) = <b>5 points</b> d. Describe how development strategy will mitigate gentrification risk (refer to ConPlan) = <b>5 points</b>	If Stable = 5  If prone to Disinvestment Or Gentrification = 0 - 20	20	a.  b.  c.  d.	a.  b.  c.  d.	
<b>2. Target Area</b>	2. Target Area Per Consolidated Plan a. Identify the target area = <b>15 points</b> b. Describe how project will create/improve new housing opportunities within the target area = <b>5 points</b>	0 - 20		a.  b.	a.  b.	
<b>3. Target Population</b>	3. Target Population Per Consolidated Plan: Provide sufficient HUD Affirmative Marketing Plan, including a narrative explaining how the Project will incorporate Target Populations and designated supportive services to the needs of those populations.	0 - 10		10		
<b>4. Design and</b>	3. Applicant can demonstrate that the project incorporates the					



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<p><b>Location</b></p> <p>See Attachment 8</p>	<p>policy based design and location criteria.  <b>Standard for Review:</b> Submit building Plan Elevations, pictures of the surrounding neighborhood, and a narrative describing how the project will fit into the context of the neighborhood, why the design is appropriate for that specific community and/or how the community involvement in the design process will assist in evaluation of building design.</p> <p>a. connects with built environment and is sensitive to neighborhood – to rate see Attachment 8 , Design Review Considerations, A. Site plan considerations = <b>3 points</b></p> <p>b. built to scale – to rate see Attachment 8, Design Review Considerations, B and C = <b>2 points</b></p> <p>c. contributes to the development of the neighborhood and is consistent with Sector Plan design guidelines, if available = <b>2 points</b></p> <p>d. provide renderings of proposed buildings within the current environment = <b>3 points</b></p>	<p align="center">0 – 10</p>	<p align="center">10</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>	<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>
<p><b>5. Energy Efficient Construction</b></p> <p>See Attachment 9</p>	<p>4. Project exceeds the Energy Conservation Code utilized by the City. To access the Energy Conservation Code go to <a href="http://www.cabq.gov/planning/bldgsafety">www.cabq.gov/planning/bldgsafety</a></p> <p><b>Standard for Review:</b></p> <p>a. Provide documentation that the project anticipates meeting LEED-H Silver or BGNM Gold, <b>AND</b> will have a HERS Index of 60 or lower = <b>15 points</b></p> <p>b. Provide a detailed explanation of other Green Building Elements incorporated into the Project:</p> <p>(1) the project wins 50 of the points available under Section 2.2 of the NAHB Model Green Home Building Guidelines Checklist titled “Enhance durability and reduce maintenance” = <b>3 points</b></p> <p>(2) the project meets 50% of points available under Section 3.3.5 of the NAHB Model Green Home Building Guidelines Checklist “Renewable energy/solar heating and cooling” <b>and</b> has a HERS Index of 70 or lower = <b>3 points</b></p>	<p align="center">0 - 15</p>	<p align="center">15</p>	<p>a.</p> <p>b.</p> <p>(1)</p> <p>(2)</p>	<p>a.</p> <p>b.</p> <p>(1)</p> <p>(2)</p>



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	<p>(3) the project wins 45 points under Section 4 “Water Efficiency” NAHB Model Green Home Building Guidelines Checklist = <b>2 points</b></p> <p>(4) has a HERS Index of 60 or lower = <b>3 points</b></p> <p>(5) has HERS Index between 61 and 70 = <b>2 points</b></p> <p>All of the above must be supported by the preliminary plans and outline specifications, plus any additional documentation as may be required, including but not limited to the name of the LEED Accredited Professional or a LEED-H provider on the Development Team, if applicable.</p>			(3)	(3)
				(4)	(4)
				(5)	(5)
<b>6. Crime Prevention through Environmental Design (CPTED)</b>	<p>6. Project incorporates Crime Prevention Through Environmental Design (CPTED) Elements</p> <p><b>Standard for Review:</b></p> <p>a. Staff Certificate(s) from attending the Crime-Free Multi-Housing Training and their involvement with the Project = <b>5 points</b></p> <p>b. Provide a paragraph demonstrating how you will design, build, manage and operate your development using CPTED principles = <b>5 points</b></p>	0 - 10	10	a.	a.
				b.	b.
<b>7. Metropolitan Redevelopment Area (MRA)</b> See Attachment 5 to document items 7a and 7b See Attachment 5a to document item 7c	<p>7. **Project is located within a designated Metropolitan Redevelopment Area (MRA) and/or Centers or Corridor</p> <p><b>Standard for Review:</b> Provide map showing project location and a narrative describing how your project conforms to adopted Plans. <u>Only a total of 15 points can be obtained for category.</u></p> <p>a. Located in an MRA = <b>15 points</b></p> <p>b. Located within a Center or Corridor = <b>15 points</b></p> <p>c. Located in a Qualified Census Tract = <b>10 points</b></p>	0 - 15	15	a.	a.
				b.	b.
				c.	c.
<b>8. Infill Area</b> See Attachment 5	<p>8. Project is located in an Infill Area as defined within the 1960 Municipal Limits</p> <p><b>Standard for Review:</b> Identify project location on map</p>	0 or 10	10		
<b>9. Brownfield and Greyfield</b> See Attachment 8	<p>9. Project is located on a Brownfield and will be cleaned up and/or Greyfield site</p> <p><b>Standard for Review:</b> Documentation of Brownfield contamination and a letter of intent to apply to the City for funds</p>	0 - 10	10		



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	<p>for abatement. Documentation that it is a Greyfield site.</p> <p>a. located in a Brownfield and applying for funds for abatement = <b>5 points</b></p> <p>b. located in a Greyfield = <b>5 points</b></p>			a.	a.
				b.	b.
<p><b>10. Link to Growth Management Plan</b></p> <p>See Attachment 6</p> <p>See Attachment 7</p>	<p>10. Project supports the City's Planned Growth Strategy</p> <p><b>Standard for Review:</b> Submit project site plans and provide data to document the job and housing balance as follows:</p> <p>a. is located near existing neighborhood shops, services and facilities so that the project boundary is within ¼ mile walk distance of at least four, or within ½ mile walk distance of at least 6, of the “List of Diverse Uses” defined in Attachment 6 = <b>3 points</b></p> <p>b. is located in a Census Tract (see Attachment 7) with an area where there are:</p> <ul style="list-style-type: none"> <li>• 2-4 jobs per house = <b>1 point</b></li> <li>• 4-6 jobs per house = <b>2 points</b></li> <li>• 6 or more jobs per house = <b>3 points</b></li> </ul> <p>Note: If a Census Tract qualifies under more than one category, the highest number of points may be taken</p> <p>c. is part of a mixed-use development = <b>3 points</b></p> <p>d. encourages walkability, pedestrian activity and use of existing public park and recreation facilities, provide common areas for community gatherings = <b>3 points</b></p> <p>e. contributes to the scattering of Workforce Housing throughout the City = <b>3 points</b></p>	0 - 15	15	a.	a.
				b.	b.
				c.	c.
				d.	d.
				e.	e.
<p><b>11. Project Mix Incorporates Units for Extremely Low Income Families</b></p>	<p>11. <b>**At least 30% of the units benefit families at or below 30% AMI</b></p> <p><b>Standard for Review:</b> Submit unit distribution matrix showing financing and operational gaps per unit</p> <p>a. project provides at least 30% of the units for families at or below 30% AMI: Yes = <b>20 points</b>; No = 0 points</p>	0 or 20	20		
<p><b>12. Project Mix Incorporates Units for Very Low Income</b></p>	<p>12. <b>**At least 50% of the units benefit families at or below 50% AMI</b></p> <p><b>Standard for Review:</b> Submit unit distribution matrix showing</p>				



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<i>Families</i>	financing gap per unit a. project provides at least 50% of the units for families at or below 50% of AMI: If yes = <b>10 points</b> ; if no = 0 points	0 or 10	10		
<b>13. Project Mix Incorporates Market Rate Units</b>	13. At least 15% of the total units are market rate. <b>Standard for Review:</b> Submit unit distribution matrix showing financing gap per unit a. 15% of the units are market rate: If yes = <b>5 points</b> ; if no = 0 points	0 or 5	5		
<b>14. Project Replaces Affordable Units Lost</b>	14. Project rehabilitates, or if appropriate, replaces housing taken off the market as a result of City Action <b>Standard for Review:</b> a. Provide a paragraph describing how the units created will replace units that were lost at a specific location or location/s.	0 -10	10		
<b>15. Local Contractors</b>	15. Project uses local construction contractors, architects or designers, engineers who maintain their principal office and place of business in the Greater Albuquerque Metropolitan Area <b>Standard for Review:</b> Formal letter from authorized company designee that this is their principal office = <b>1 point per contractor</b>	0 - 5	5		
<b>16. Partnerships</b>	16. Developer can demonstrate a Partnership with other not-for-profits, for-profits, or service providers in project development or specific service delivery related to scope of the Project. <b>Standard for Review:</b> Partnership Agreement or an MOU = <b>10 points (5 points per MoU)</b>	0 -10	10		
<b>17. Leverage From Other Sources Than City, Federal and State</b>	17. Developer can demonstrate that leverage will come from other than city funds or federal and state funds flowing through the city*** per Schedules A-1, Sources of Funds as follows: a) Use only permanent financing; b) total ALL city funds and federal and state funds flowing through the city; c) total all remaining funds, d) subtract answer in “b” from answer in “c”; e) divide answer in “d” by answer in “b”. <b>Standard for Review:</b>	0 - 10	10		



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	Between 3:1 and 3.99:1 = <b>5 points</b> (explanation required) 4:1 or better = <b>10 points</b>				
<b>18. Complete Application</b>	18. Complete application has been submitted <b>Standard for Review:</b> Application did not require any deficiency corrections per City staff review.	0 or 5	5		
<b>TOTAL POINTS</b>	<b>Minimum Number of Points required to compete:</b> For Rental Development Projects = For Land Acquisition Only Projects =	<b>147</b> <b>63*</b>	<b>Total Possible</b> <b>210</b> <b>90</b>	<b>Total Score By Applicant</b> _____	<b>Total Score By City Staff</b> _____

\*\*These criteria may become **required** at certain times during the funding cycle depending on the percentage of funds required to be spent by a designated date to meet the funding requirements of the Workforce Housing Opportunity Act.

\*\*\*Funds included in the group of “city funds or federal and state funds flowing through the city” include Housing Trust Funds, HOME, Community Development Block Grant (CDBG), HNED aka UDAG, Emergency Shelter Grants (ESG), City General Fund including donated land, and General Obligation (GO) Bonds.