INSTRUCTIONS FOR COMPLETING APPLICATION SELECTION CRITERIA SCORING SHEET

The Application Selection Criteria scoring sheet is formatted primarily in Word with the inclusion of two Excel worksheets to facilitate calculation of income and leverage scores. Every attempt has been made to make this form as intuitive as possible given this structure; however, please follow these steps to ensure ease of use.

1. Click on “View/Toolbars/Forms.”
2. Leave toolbar open.
3. Click on (shade) the padlock icon in the right hand side of the toolbox to protect the document.
4. Using the BLUE dropdown menu options, complete the scoring for Sections 108(a), (b), (d) through (g), and (i) through (k).
5. Click on (unshade) the padlock icon again to unprotect the document.
6. Proceed to Section 108(c). Double-click on the spreadsheet to activate and complete accordingly to obtain a score.
7. Proceed to Section 108(h). Double-click on the spreadsheet to activate and complete accordingly to obtain a score.
8. Complete Section Total Scores in RED.
9. Tally Section Total Scores and enter Grand Total Score.