

**City of Burlington Housing Trust Fund (HTF) Application  
Capacity Grants  
Scoring Criteria  
FY22**

**Factor #1:** “The application supports a nonprofit's ongoing operations (priority) (Yes= 5 points; No = 0 points)”

**Scoring Guidance:** Self-explanatory

**Factor #2:** “The application supports the assessment of structural and financial feasibility of new affordable housing (priority) (Yes= 5 points; No = 0 points)”

**Scoring Guidance:** Self-explanatory

**Factor #3:** “The organization is currently involved in the construction of new affordable housing (priority) (Yes= 5 points; No = 0 points)”

**Scoring Guidance:** Self-explanatory

**Factor #4:** “The application supports one or more of the priorities listed in the City's Housing Action Plan”

**Scoring Guidance:**

0	Does not support plan priorities/incomplete information
1-2	Indirect support of 1 priority
3-4	Direct support of 1-2 priorities
5	Direct support of more than 2 priorities.

**Factor #5:** “The application supports one or more of the priorities listed in the City's Consolidated Plan”

**Scoring Guidance:**

0	Does not support plan priorities/incomplete information
1-2	Indirect support of 1 priority
3-4	Direct support of 1-2 priorities
5	Direct support of more than 2 priorities.

**Factor #6:** “Financial need of the requested activity” (suggestion: look at project budget, return on investment, and leverage)

**Scoring Guidance:**

0	Application does not demonstrate financial need/incomplete information
1-2	Application demonstrates some financial need
3-4	Application demonstrates moderate financial need
5	Application demonstrates high financial need

**Factor #7:** “The Request clearly articulates how the Housing Trust Funds will be used.”

**Scoring Guidance:**

0	Request does not articulate how funds will be used
1-2	Request provides some detail about how funds would be used
3-4	Request provides moderate detail about how funds would be used
5	Request provides very clear detail about how funds would be used

**Factor #8:** “The negative impact to the community if the request is not funded”

**Scoring Guidance:**

- 0 No negative impact if not funded/incomplete information
- 1-2 Some negative impact if not funded
- 3-4 Moderate negative impact if not funded
- 5 High negative impact if not funded

**Factor #9:** “The proposed project supports an underserved and vulnerable population”

**Scoring Guidance:**

- 0 Does not support underserved and vulnerable population/incomplete information
- 1-2 Serves somewhat underserved and vulnerable population
- 3-4 Serves moderately underserved and vulnerable population
- 5 Serves severely underserved and vulnerable population.