

**City of Burlington Housing Trust Fund (HTF) Application  
Project Awards  
Scoring Criteria  
FY22**

**Factor #1:** “Will the proposed housing project be perpetually affordable (first priority) (Yes= 5 points; No = 0 points)”

**Scoring Guidance:** Self-explanatory

**Factor #2:** “Will the proposed housing project be affordable for 10-40 years? (second priority) (Yes= 1 point; No= 0 points)”

**Scoring Guidance:** Self-explanatory

**Factor #3:** “Will the project serve households at or below 80% of AMI? (‘No less than 33% of the annual disbursement of gifts, grants, or loans shall go to project grants...’)”

**Scoring Guidance:**

- 0 incomplete information/does not serve households under 80% of AMI
- 1 serves relatively few households under 80% of AMI
- 2-3 serves moderate number of households under 80% of AMI
- 4 serves fairly high number of households under 80% of AMI
- 5 serves high number of households under 80% of AMI

**Factor #4:** “In addition to the above, will the project serve households at or below 50% of AMI? (‘...[n]o less than 17% of the annual disbursement of gifts, grants, or loans shall go to projects that directly benefit 'very low income' households [at or below 50% of AMI]...’)”

**Scoring Guidance:**

- 0 incomplete information/does not serve households under 50% of AMI
- 1 serves relatively few households under 50% of AMI
- 2-3 serves moderate number of households under 50% of AMI
- 4 serves fairly high number of households under 50% of AMI
- 5 serves high number of households under 50% of AMI

**Factor #5:** “Has the City already demonstrated its interest and support through the investment of CDBG funds, the provision of technical assistance, and/or acquisition of site control for the proposed housing project? (priority) (Yes= 5 points; No = 0 points)”

**Scoring Guidance:** Self-explanatory

**Factor #6:** “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 one priority
- 3-4 Direct support of 1-2 priorities
- 5 Direct support of more than two priorities.

**Factor #7:** “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 one priority
- 3-4 Direct support of 1-2 priorities
- 5 Direct support of more than two priorities.

**Factor #8:** “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

**Factor #9:** “Experience of the applicant organization's development team”

**Scoring Guidance:**

- 0 Development team has no experience/incomplete information
- 1-2 Team has some experience successfully developing affordable housing projects
- 3-4 Team has moderate experience successfully developing affordable housing projects
- 5 Team has extraordinary experience successfully developing affordable housing projects

**Factor #10:** “Cost effectiveness of the project: number of units served”

**Scoring Guidance:**

- 0 Project will not create any new affordable units/incomplete information
- 1-2 Project will create some new affordable units
- 3-4 Project will create a moderate number of new affordable units
- 5 Project will create a large number of new affordable units

**Factor #11:** “Cost effectiveness of the project: cost per unit”

**Scoring Guidance:**

- 0 Project has an unreasonable per unit cost/incomplete information
- 1-2 Project has a high per unit cost
- 3-4 Project has an average per unit cost
- 5 Project has a low per unit cost

**Factor #12:** “Project has other ancillary uses (community space, mixed use, etc.)”

**Scoring Guidance:**

- 0 Project has no ancillary use/incomplete information
- 1-2 Project has an ancillary use for which there is some need
- 3-4 Project has a moderately needed ancillary use
- 5 Project has a much needed ancillary use

**Factor #13:** “Project addresses community need”

**Scoring Guidance:**

- 0 No information
- 1 Poor, incomplete information, does not clearly describe the needs/issues
- 2-3 Fair, describes the needs/issues, but they are not significant or urgent
- 4 Good, clearly and convincingly describes compelling needs/issues
- 5 Excellent, clearly and convincingly describes compelling needs/issues that are significant and urgent and ties these needs/issues to facts and figures and/or local strategic planning efforts

**Factor #14:** “Project has community impact”

**Scoring Guidance:**

- 0 No information
- 1 Poor, incomplete information, does not clearly describe how the project addresses the identified impact of the project
- 2-3 Fair, describes how the project addresses the needs/issues, but the long-term community impacts are limited
- 4 Good, clearly describes how the project addresses the identified needs/issues and the project will have a reasonable impact on the community
- 5 Exceptional, clearly describes how the project addresses the identified needs/issues and the project, will have far-reaching and long-lasting impacts, and supports assertions with facts and figures.