

## City of Burlington Housing Trust Fund (HTF) Application Scoring Form -- Capacity Grants

Capacity Project Name:

Project Agency:

Evaluator Name:

Date:

Amount requested:

DRAFT

HTF Allocation for this Fiscal Year	\$350,000.00	
<b>Maximum</b> amount which can be allocated for capacity grants (35% of allocation if Administration is 15% of allocation)	\$122,500.00	
<b>Requirements Per Ordinance</b>		
	Yes	No
Is the applicant a 501(c)(3) tax-exempt, nonprofit corporation organized and operated for the purpose of creating or preserving housing for very low, low and moderate income households?*		
Would the requested grant support the staffing, training, planning, fundraising or on-going operations of a nonprofit corporation, thereby increasing that corporation's capacity to create or preserve housing for very low, low and moderate income households?*		
<u>If the answer is "No" to either of the above, the application is <b>not</b> eligible for a Housing Trust Fund award</u>		
Is the applicant a corporation, partnership or individual who is delinquent, at the time of application, in the payment of property taxes or impact fees to the City of Burlington, who have been convicted of arson, who have been convicted of discrimination in the sale or lease of housing under article IV of this chapter or under the fair housing laws of the State of Vermont, or who have pending violations of current city electrical, plumbing, building or housing codes or zoning ordinances?*		
<u>If the answer is "Yes" to the above, the application is <b>not</b> eligible for a Housing Trust Fund award</u>		
<b>Priorities Per Ordinance/Committee Action/Other Factors (not listed in order of importance)</b>		
	<b>Max Points</b>	<b>Points Awarded</b>
The application supports a nonprofit's ongoing operations (priority)(yes= 5 points; no = 0 points)**	5	
The application supports the assessment of structural and financial feasibility of new affordable housing (priority)(yes= 5 points; no = 0 points)**	5	
The organization is currently involved in the construction of new affordable housing (priority)(yes= 5 points; no = 0 points)**	5	
The application supports one or more of the priorities listed in the City's Housing Action Plan	5	
The application supports one or more of the priorities listed in the City's Consolidated Plan	5	
Financial need of the requested activity	5	
The request clearly articulates how the Housing Trust Funds will be used	5	
The negative impact to the community if the request is not funded	5	
The proposed project supports an underserved and vulnerable population	5	
<b>Total</b>	<b>45</b>	

Evaluator Comments:

\*HTF Ordinance Preference Threshold

\*\*Requirements for applications per the Aldermanic Community Development Committee dated September 20, 1989

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City of Burlington Housing Trust Fund (HTF) Application  
Capacity Grants  
Scoring Criteria  
FY18

**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.

**City of Burlington Housing Trust Fund (HTF)  
Capacity Grant Application**

**DRAFT**

APPLICANT ORGANIZATION
CONTACT NAME
DAYTIME PHONE & E-MAIL
NAME OF PROJECT
AMOUNT REQUESTED
ESTIMATED CONSTRUCTION START DATE (FOR FEASIBILITY/PREDEVELOPMENT GRANTS)
ESTIMATED COMPLETION DATE
TOTAL ESTIMATED PROJECT COST

Is the applicant a 501(c)(3) tax-exempt, nonprofit corporation organized and operated for the purpose of creating or preserving housing for very low, low and moderate income households?

- Yes
- No

Would the requested grant support the staffing, training, planning, fundraising or on-going operations of a nonprofit corporation, thereby increasing that corporation's capacity to create or preserve housing for very low, low and moderate income households?

- Yes
- No

Is the applicant a corporation, partnership or individual who is delinquent, at the time of application, in the payment of property taxes or impact fees to the City of Burlington, who have been convicted of arson, who have been convicted of discrimination in the sale or lease of housing under article IV of this chapter or under the fair housing laws of the State of Vermont, or who have pending violations of current city electrical, plumbing, building or housing codes or zoning ordinances?

- Yes
- No

**Project Narrative**

Funding priority goes to projects which respond to requirements of the Housing Trust Fund and the City of Burlington's affordable housing priorities. The Housing Trust Fund Administrative Committee (HTFAC) uses the attached criteria to score projects. Scores are tallied and ranked high to low. The HTFAC funds projects at its discretion.

Please provide the information below in the space provided. It is important to complete all fields. If you need additional space, attach separate pages to your application and title them as indicated below.

**Project description** (Please briefly describe your project. Specifically describe how Housing Trust Funds would: a) support your organization's ongoing operation and/or b) support the assessment of structural and financial feasibility of new affordable housing.):

**Please describe how the organization is currently involved in the construction of new affordable housing:**

**Please describe how the application supports one or more of the priorities listed in the City's Housing Action Plan:**

**Please describe how the application supports one or more of the priorities listed in the City's Consolidated Plan:**

**Please describe the financial need of the requested activity (include a project budget with all sources and uses):**

Please describe the negative impact to the community if the request is not funded:

Please describe how the proposed project supports an underserved and vulnerable population:

Signature Page

Please check each box that applies:

- Good Standing:** I certify that I am in “good standing” with respect to, or in full compliance with a plan to pay any and all taxes due to the City of Burlington.
- Certification:** Under penalties of perjury, I declare that the information I have provided, to the best of my knowledge and belief, is true, correct, and complete.

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Print Name

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Applicant Signature

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Date