

City of Burlington Housing Trust Fund (HTF) Application Scoring Form -- Project Awards

Project Name:
 Project Agency:
 Evaluator Name:
 Date:
 Amount requested:

DRAFT

HTF Allocation for this Fiscal Year	\$350,000.00	
Minimum amount which must be allocated for projects serving 80% of AMI*	\$115,500.00	
Minimum amount which must be allocated for projects serving 50% of AMI**	\$59,500.00	
Priorities Per Ordinance/Resolution/Committee Action		
	Max Points	Points Awarded
Will the proposed housing project be perpetually affordable? (first priority) (Yes= 5 points; No = 0 points)*	5	
Will the proposed housing project be affordable for 10-40 years? (second priority) (Yes= 1 point; No= 0 points)*	1	
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...")**	5	
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]..."**)	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)***	5	
Other Factors (not listed in order of importance.)		
	Max Points	Points Awarded
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	
The proposed project supports an underserved and vulnerable population	5	
Experience of the applicant organization's development team	5	
Cost effectiveness of the project: number of units served	5	
Cost effectiveness of the project: cost per unit	5	
Project has other ancillary uses (community space, mixed use, etc.)	5	
Project addresses community need	5	
Project has community impact	5	
	66	

Evaluator Comments:

*HTF Ordinance Preference Threshold
 **City Council Resolution Requirements (dated September 3, 2002)
 ***Requirements for applications per the Aldermanic Community Development Committee (dated September 27, 1989)

City of Burlington Housing Trust Fund (HTF) Application

Project Awards

Scoring Criteria

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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.

**City of Burlington Housing Trust Fund (HTF)
Project Award Application**

DRAFT

APPLICANT ORGANIZATION
CONTACT NAME
DAYTIME PHONE & E-MAIL
NAME OF PROJECT
AMOUNT REQUESTED
ESTIMATED CONSTRUCTION START DATE
ESTIMATED COMPLETION DATE
TOTAL ESTIMATED PROJECT COST
TOTAL NUMBER OF AFFORDABLE HOUSING UNITS
TOTAL ESTIMATED PROJECT COST / TOTAL NUMBER OF AFFORDABLE HOUSING UNITS (PER UNIT COST)

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

Will the proposed housing project be perpetually affordable?

- Yes
- No

Will the proposed housing project be affordable for 10-40 years?

- 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. Attach a project budget including all sources and uses):

Please describe how many households at or below 80% of AMI will be served by the project:

Please describe how many households at or below 50% of AMI will be served by the project:

Please describe how the City has 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:

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 how the proposed project supports an underserved and vulnerable population:

Please describe the experience of the development team:

Please describe other ancillary uses (community space, mixed use, etc.), if any, in the proposed project:

Please describe how the project addresses community need:

Please describe how the project would impact the community:

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.

Print Name

Applicant Signature

Date