

Housing Trust Fund – Competitive Scoring Sheet Template

1. Basic Info

- **Project name:**
 - **Applicant:**
 - **Date submitted:**
 - **Reviewer:**
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2. Scoring Overview

Category	Points	Score
A. Feasibility & Readiness	0 – 35	
B. Affordability & Income Targeting	0 – 20	
C. Affordability Duration	0 - 10	
D. Special Populations & Support Services	0 –10	
E. Unit Size	0 - 10	
F. Community Support & Engagement	0 – 5	
G. Developer/Applicant Capacity	0 – 5	
Total	0 – 100	

3. Detailed Scoring Guidelines:

A. Feasibility & Readiness (35 points)

- Site control/government approvals: 0–10
 - 100% control (e.g. ownership, option agreement) plus key approvals (local zoning, environmental reviews, permits) often earn full 10 points.
- Firm financing commitments & budget: 0–10
 - Applicants need legally binding funding commitments (e.g. executed loan or grant agreements, HUD/LIHTC allocations). Detailed Sources & uses and pro forma that deems the project financially viable (realistic budget, proper debt coverage ratio) often earn full 10 points. Applicants with commitment letters that are not legally binding will be awarded points but not the full 10 points.
- Clear project schedule: 0–15
 - Construction schedule showing milestone timing; starting within 12 months of award (design, procurement, construction and lease-up) often earn full 10 points.
 - Experience with subsidized or similar housing (≥2 years or similar = additional 3–5 pts)

B. Affordability & Income Targeting (20 points max)

- At least 25% of units (minimum of 2) reserved for households $\leq$ 30% AMI 3 points
- 26% to 49% of units reserved for households $\leq$ 30% AMI 6 points
- 50% to 75% of units reserved for households $\leq$ 30% AMI 10 points
- 76% to 89% of units reserved for household $\leq$ 30% AMI 15 points
- 90% or greater of units reserved for households $\leq$ 30% AMI 20 points

C. Affordability Duration (10 points)

Minimum required: 30 years of affordability for all HTF assisted units. Grantees can require longer periods, including permanent affordability. Up to 10 points awarded for longer period of affordability.

- 31-50 years 3 points
- 51-99 years 7 points
- Perpetuity 10 points

D. Special Populations & Support Services (10 points)

Projects eligible for funding will receive 5 points if they serve minority populations such as homeless, veterans, and disabled and/or seniors. An additional 5 points will be awarded if on-site support services or project-based assistance are available.

E. Unit Size (10 points)

Projects eligible for funding will receive 5 points where at least 10% of the units are three-bedroom units or larger. In developments that have less than 10 units at least 1 unit must be a three bedroom to receive points in this category.

F. Community Support (5 pts)

Projects eligible for funding will receive up to 5 points if they have written documentation of support from a local government, stakeholder letters or formal community partnerships.

- Three or more letters of support 5 points
- Two letters of support 3 points
- One letter of support 1 point

G. Applicant Capacity (5 pts)

- Nonprofit with primary mission in affordable housing (5 or more affordable projects) 5 points;
- Experienced nonprofit or for-profit developer with primary mission in affordable housing (at least 4 affordable projects) 4 points;
- Experienced nonprofit or for-profit developer (3 affordable projects) 3 points;

- Limited experience for profit or non-profit developer with 2 affordable projects 2 points;
 - Team with minimal or no relevant experience 1 point.
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4. Reviewer Notes

- Strengths:
- Weaknesses:
- Recommended Funding Status: