

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 - 5	
F. Housing First Model	0–10	
G. Community Support & Engagement	0 – 5	
H. 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.
- Clear project schedule: 0–10
 - 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 will receive 5 points if they:

- Serve minority populations—including homeless individuals, veterans, seniors, or persons with disabilities; or
- Provide on-site support services or project-based assistance.

Note: If project meets both, 10 points will be awarded.

E. Unit Size (5 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. Housing First Model (10 points)

Projects eligible for funding will receive 10 points if they adopt the Housing First Model. Housing First offers individuals and families immediate access to affordable and supportive housing without tenant screening criteria that could limit housing options.

Projects that improve access to rental housing through generous tenant screening but do not meet or adopt the Housing First Model will receive 5 pts.

G. Community Support (5 pts)

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

H. Applicant Capacity (5 pts)

- Nonprofit, tribal nations and housing authorities that have completed 5 or more affordable housing projects: 5 points;
 - Experienced nonprofit or for-profit developer, tribal nations and housing authorities with 4 affordable housing projects: 4 points;
 - Experienced nonprofit or for-profit developer, tribal nations and housing authorities with 3 affordable projects: 3 points;
 - Limited experience for profit or non-profit developer, housing authority or tribal nation with 2 affordable projects: 2 points
 - Team with 1 affordable housing project or no relevant experience: 1 point
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4. Reviewer Notes

- Strengths:
- Weaknesses:
- Recommended Funding Status: