

Homeownership Tax Credit Application Scoring
March 2026

1. Readiness to Proceed

Category	Requirement Criteria	Evaluation Focus	Required Application Materials	Maximum Allowable Points	Score	Score Description	Score	Score Description	Score	Score Description
A. Site Information	Site Information and Photos	Project site clearly identified with sufficient context.	Site address, map, parcel info, and current site photos.	2	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	1	The application includes a site address and partial supporting documentation (e.g., map or parcel information), but materials are incomplete or lack current site photos.	2	The application includes a complete site address, location map, parcel information, and current site photographs that clearly identify and document existing site conditions.
B. Environmental Review	ESA Phase I	Completion of initial environmental due diligence.	Current ESA Phase I compliant with ASTM standards.	3	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes a Phase I Environmental Site Assessment; however, if it is older than six months from the time of application, incomplete, or does not fully demonstrate compliance with current ASTM standards.	3	The application includes a current Phase I Environmental Site Assessment that is fully compliant with applicable ASTM standards and, where recognized environmental conditions are identified, includes a clear and feasible remediation or mitigation plan demonstrating readiness to address such conditions.
C. Zoning & Permitting	Approvals or Status	Zoning and permitting approvals secured or clear pathway.	Zoning approvals or narrative with timelines and expiration dates.	5	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	1	The application includes a zoning narrative describing required approvals with estimated timelines; however, approvals have not yet been secured or documentation lacks clarity on expiration dates.	5	The application includes evidence of clear and complete zoning approval.
D. Construction Readiness	Contractor Selection & Pricing	Status of contractor procurement and pricing.	Narrative on contractor selection, bidding, and pricing timeline.	5	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The applicant has initiated contractor procurement and provided preliminary specifications, estimates, or non-binding pricing; however, formal bids have not yet been solicited or finalized and a contractor has not been selected.	5	The applicant has submitted bid-set drawings and has solicited and received formal bids based on those drawings, with a contractor selected or pricing substantially finalized demonstrating readiness to proceed.
E. Historic Review	MHC Project Notification Form	Initiation of historic review with MHC.	Completed MHC PNF with evidence of concurrence.	3	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes a completed Massachusetts Historic Commission Project Notification Form; however, evidence of MHC concurrence has not yet been provided or is incomplete.	3	The application includes a completed MHC Project Notification Form with written evidence of MHC concurrence, demonstrating that historical review requirements have been satisfied.
F. Construction Financing	Lender Commitment	Construction financing identified or committed.	Lender commitment letter, LOI, or term sheet.	5	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes a lender letter of intent (LOI) indicating preliminary financing interest; however, a binding commitment or finalized terms have not yet been provided.	5	The application includes a lender term sheet or commitment letter demonstrating agreed-upon financing terms and a defined path to closing.
G. Design Progress	Design Document Status	Architectural design advancement appropriate to stage.	Narrative of design phase (SD, DD, CD).	5	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes a narrative describing the current design phase (Schematic Design (SD), Design Development (DD), or Construction Documents (CD)); however, design advancement is limited or not clearly aligned with the project's stage of development.	5	The application includes a clear narrative and supporting materials demonstrating architectural design advancement appropriate to the project's stage, including identification of the current design phase (SD, DD, or CD), and evidence of readiness to advance to subsequent development milestones.
Readiness to Proceed Total Allowable Points				28						

2. Development Team Capacity

A. Sponsor Experience	Sponsor Profile	Developer experience delivering affordable housing.	Developer and consultant resumes.	5	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes developer and consultant resumes demonstrating some experience delivering affordable housing projects; however, experience is limited in scale, complexity, or relevance.	5	The application includes developer and consultant resumes demonstrating substantial and relevant experience delivering affordable housing projects of similar scale, scope, and complexity.
B. Financial Capacity	Sponsor Financial Capacity	Developer financial strength and risk capacity.	Massachusetts One Stop for Growth/Housing application; Exhibit 9 and financial statements (audited if available).	5	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes Exhibit 9 and financial statements demonstrating limited financial capacity or incomplete information, with some ability to manage project risk.	5	The application includes Exhibit 9 and comprehensive financial statements (audited, if available) demonstrating sufficient financial strength, liquidity, and risk capacity to successfully deliver the proposed project.

C. Compliance	Certifications & Disclosures	Completion of required certifications and disclosures.	Massachusetts One Stop for Growth/Housing application; Exhibit 8.9 including certifications and disclosures.	2	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	1	The application includes Exhibit 8.9 with certifications and disclosures; however, submissions are incomplete, unsigned, or contain deficiencies and risk related disclosures.	2	The application includes a fully completed and executed Exhibit 8.9, including all required certifications and disclosures, demonstrating full compliance with program requirements.	
D. Organization	Developer Entity Structure	Clear organizational structure and governance.	Org chart and organizational documents or narrative.	2	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	1	The application includes an organizational chart or narrative describing the organizational structure; however, governance roles, decision-making authority, or accountability are not clearly defined.	2	The application includes a clear organizational chart and supporting organizational documents or narrative that define governance structure, roles, responsibilities, and decision-making authority.	
E. Design Team	Architect Profile	Architect experience with similar affordable housing projects.	Architect resume and project experience.	3	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	1	The application includes an architect resume and project experience demonstrating some relevant affordable housing experience; however, experience is limited in scale, complexity, or similarity to the proposed project.	3	The application includes an architect resume and project experience demonstrating substantial experience with affordable housing projects of similar scale, scope, and complexity.	
F. Construction Team	Contractor Profile	GC experience, capacity, and financial stability.	Massachusetts One Stop for Growth/Housing application; Exhibit 8.11 – Contractor profile and resume.	3	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes Exhibit 8.11 demonstrating some relevant experience and capacity; however, information on financial stability, staffing capacity, or experience with comparable affordable housing projects is limited or incomplete.	3	The application includes a complete Exhibit 8.11 demonstrating substantial experience with similar affordable housing projects, adequate staffing and operational capacity, and financial stability sufficient to successfully deliver the proposed project.	
Development Team Capacity Total Allowable Points				20							

3. Financial Feasibility

A. Project Budget	Sources & Uses	Clear and complete development budget and financing sources.	Sources and uses summary.	6	0	The application did not include a sources and uses summary, or the materials provided did not demonstrate compliance with this requirement criteria.	3	The application includes a sources and uses summary; however, the development budget or financing sources are incomplete, internally inconsistent, or lack sufficient detail to clearly demonstrate feasibility.	6	The application includes a clear, complete, and internally consistent sources and uses summary that demonstrates a well-structured development budget and clearly identified financing sources sufficient to support construction completion.	
B. Financing Stack	Financing Commitments	Documentation of financing sources with the status and terms.	Commitment letters or LOIs with amounts and status.	12	0	The application did not include commitment letters, letters of intent (LOIs), or other documentation evidencing the financing stack, or the materials provided did not demonstrate compliance with this requirement criteria.	6	The application includes conditional commitment letters or LOIs identifying some financing sources and amounts; however, the full financing stack is incomplete or the status of key sources is unclear.	12	The application includes a clear and complete presentation of the full financing stack, supported by term sheet or commitment letters including amounts, and current status, demonstrating a well-defined and feasible financing plan.	
C. Tax Credit Investor	Tax Credit Investor	Identification of tax credit investor	Commitment letter or LOI with amount and status	12	0	The application did not include a narrative identifying additional funding opportunities, or the materials provided did not demonstrate compliance with this requirement criteria.	6	The application includes a conditional commitment letter or LOI from a qualified investor prepared to purchase the tax credit from the developer.	12	The application includes a commitment letter from a qualified investor prepared to purchase the tax credit from the developer.	
Financial Feasibility Total Allowable Points				30							

4. Market Feasibility

A. Market Validation	Market Study / Appraisal	Market feasibility and sales readiness.	Third-party appraisal and/or market study from Uniform Standards of Professional Appraisal Practice (USPAP) and National Council of Housing Market Analysts (NCHMA).	3	0	The application did not include a third-party appraisal or market study, or the materials provided did not demonstrate compliance with this requirement criteria.	2	The application includes a third-party appraisal and/or market study; however, the analysis is outdated, incomplete, or does not fully demonstrate market support or sales feasibility.	3	The application includes a current, third-party appraisal and/or market study prepared in accordance with USPAP and/or NCHMA standards that demonstrates market feasibility and readiness to support projected sales pricing and absorption.
B. Buyer Financing	Homebuyer Mortgage Lenders Plan	Alignment of sales pricing with mortgage products.	Narrative describing lender engagement and products.	3	0	The application did not include a narrative describing lender engagement or mortgage products, or the materials provided did not demonstrate compliance with this requirement criteria.	2	The application includes a narrative describing lender engagement and potential mortgage products; however, alignment between projected sales pricing and available mortgage products is preliminary or not clearly demonstrated.	3	The application includes a clear and well-supported narrative demonstrating active lender engagement and alignment between projected sales pricing and available mortgage products, supporting homebuyer affordability and sales feasibility.
C. Fair Housing	Affirmative Fair Housing Marketing Plan (AFHMP)	Commitment to affirmative fair housing marketing.	Affirmative Fair Housing Marketing Plan outlining how the project will affirmatively market units in compliance with fair housing requirements.	3	0	The application did not include an Affirmative Fair Housing Marketing Plan, or the materials provided did not demonstrate compliance with this requirement criteria.	2	The application includes an Affirmative Fair Housing Marketing Plan; however, the plan is preliminary, incomplete, or lacks sufficient detail regarding outreach, implementation, or compliance.	3	The application includes a complete and robust Affirmative Fair Housing Marketing Plan demonstrating a clear commitment to fair housing principles, targeted outreach strategies, and compliance with applicable federal and state requirements.

Market Feasibility Total Allowable Points	9
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5. Leveraging Resources and Local Support

A. Municipal Support	Financial / In-Kind Contributions	Direct municipal financial or in-kind support.	Documentation of donated land, fee waivers, or funds.	5	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes documentation of proposed or anticipated municipal financial or in-kind support (e.g., donated land, fee waivers, or local funds); however, commitments are preliminary or not yet secured.	5	The application includes formal documentation demonstrating secured municipal financial or in-kind support, such as donated land, executed fee waivers, or committed local funds, contributing to project feasibility.
B. Local Alignment	Municipal Actions & Support	Evidence of local approvals and political support.	Zoning actions, municipal support.	3	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes partial evidence of local approvals or municipal support, such as preliminary zoning actions	3	The application includes clear and documented evidence of local approvals and municipal support, including letters from municipal and elected officials and zoning actions
Leveraging Resources and Local Support Total Allowable Points				8						

6. Innovation & Cost Efficiency

A. Cost Efficiency	Per unit TDC < \$599,999	Exceptional cost efficiency per unit.	Documentation of per unit TDC and use of efficient development strategies.	5	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria		5	The total development cost per affordable units is up to \$599,999	
B. Permitting Strategy	Accelerated Entitlement	Use of strategies to shorten approvals and timelines.	By-right zoning, fast-track permitting documentation.	3	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes a narrative or documentation describing strategies to shorten approvals and timelines, such as by-right zoning or expedited permitting; however, implementation is preliminary or not clearly substantiated.	3	The application includes clear documentation demonstrating the use of by-right zoning, fast-track permitting, or other proven strategies that materially shorten approvals and development timelines.
C. Subsidy Efficiency	HTC < \$250k per Unit	Efficient use of Homeownership Tax Credit subsidy.	Summary of HTC request per unit with sources & uses.	3	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes a summary of the HTC request per unit with sources and uses demonstrating efficient use of HTC subsidy; however, the HTC is \$225,000 or greater.	3	The application includes a clear and complete summary of the HTC request per unit with sources and uses demonstrating exceptional efficiency, with an HTC request of less than \$225,000 per unit, while maintaining overall project feasibility.
D. Climate Efficiency	Construction/Energy/Delivery Methods	Innovative methods reducing cost, risk, or energy use.	Narrative on modular, design-build, net-zero, etc.	3	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes a narrative describing construction, energy, or delivery methods (e.g., modular construction, design-build delivery, or energy-efficient strategies); however, approaches are preliminary or expected benefits are not clearly demonstrated.	3	The application includes a clear and well-supported narrative demonstrating the use of innovative construction, energy, or delivery methods such as modular construction, design-build delivery, net-zero or all-electric design that reduce cost, schedule, delivery risk, or energy use.
E. Accessibility and Universal Design	Fully Accessible Americans with Disabilities Act (ADA) Units	Extent of fully accessible ADA-compliant units.	Annotated unit floor plans identifying fully accessible ADA units	3	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes annotated unit floor plans identifying < 5% or at least one fully accessible ADA-compliant units; however, the number or extent of such units is limited.	3	The application includes annotated unit floor plans demonstrating 5% or greater of total units are fully accessible ADA-compliant and clearly identified and integrated within the project.
F. Affordability Level	Units at 80% AMI or lower, and up to 100% AMI	Units are affordable to households at or below 100% of Area Median Income (AMI)	Unit mix table cross-referencing AMI levels and accessible units	3	0	The application did not include the required supporting documentation, or the materials provided did not demonstrate compliance with the criteria	2	The application includes a unit mix table demonstrating that units are affordable to households at or below 100% AMI.	3	The application includes a unit mix table demonstrating that units are affordable to households at or below 80% AMI, reflecting deeper affordability.
Innovation & Cost Efficiency Total Allowable Points				20						

TOTAL ALLOWABLE POINTS	115
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