

THHI – 2021 UNIVERSAL RFP – NEW DEVELOPMENT PROJECTS - THRESHOLD AND SCORING CRITERIA (Developers/Investors)

Project Applicant: _____ Name of Project: _____

Type of Project: Developer Inventive (C.A.S.H.)

Other: _____

THRESHOLD REVIEW (Completed by THHI Staff)			
Any NO answer in the Threshold Review Section to a FATAL FLAW Item = ineligible to apply per FATAL FLAWS listed in the RFP			
Scoring Factor	Description of Scoring Factor	Points Available	Yes/No
A. Applicant attended the Mandatory Pre-Proposal Workshop (Virtual) on Tuesday, March 9, 2021 at 3:00 PM	Ineligible to Apply - RFP clearly stated this workshop was mandatory	Yes = Continue to next factor No = Ineligible to apply	
B. Proposal was submitted to THHI by Monday, April 19, 2021, 3:00 PM deadline	Ineligible to Apply - RFP clearly stated deadline and that no proposal submitted after the deadline would be considered	Yes = Continue to next factor No = Ineligible to apply	
C. Business is a legally formed entity in the state of Florida that is in good standing (active/current annual report) with the State of Florida, Division of Corporations (sunbiz.org)	FATAL FLAW - RFP clearly stated this is an eligibility to apply criteria	Yes = Continue to next factor No = Ineligible to apply	
D. Organization is NOT listed on the "Excluded Parties List" (sam.gov) <i>(must demonstrate at a minimum entity has registered/started registration process with sam.gov at time of proposal application)</i>	FATAL FLAW - RFP clearly stated this is an eligibility to apply criteria	Not Listed as Excluded = Continue to next factor Listed as Excluded = Ineligible to apply	
E. RFP Application Form is signed by the business owner or official designated to execute contracts	FATAL FLAW - RFP clearly stated application must be signed by this person	Yes = Continue to next factor No = Ineligible to apply	
F. Proposal submitted as a single PDF document submitted via the required Dropbox process	FATAL FLAW - RFP clearly stated this failure to submit these items is a fatal flaw	Yes = Continue to next factor No = Fatal Flaw	

G. Proposal submitted follows the order listed on the Application Checklist (which matches the RFP instructions in section IV)	FATAL FLAW - RFP clearly stated this is a fatal flaw if not followed	Yes = Continue to next factor No = Fatal Flaw	
H. Proposal includes all required documents are stated in section IV of the RFP	FATAL FLAW - RFP clearly stated proposals that do not include all required documents will have committed a fatal flaw	Yes = Continue to next factor No = Fatal Flaw	
I. Proposal does not exceed page limits in any section in which a page limit was indicated	FATAL FLAW - RFP clearly stated that proposals that exceed the page limits will have committed a fatal flaw	Yes = Continue to next factor No = Fatal Flaw	
J. Proposal included a Completed Signed Low Barrier Access to Housing Questionnaire	FATAL FLAW – RFP clearly stated failure to include a completed “Housing First/Low Barrier Questionnaire” will have committed a fatal flaw	Yes = Continue to next factor No = Fatal Flaw	
ELIGIBLE to APPLY <i>(Circle by THHI staff and Signed by THHI Staff)</i>		YES NO	

Name of THHI Staff Member Completing Threshold Review: _____

Signature of THHI Staff Member Completing Threshold Review: _____

Date of Threshold Review _____

END of THRESHOLD REVIEW PORTION

PROJECT PROPOSAL SCORING

Please enter your score for each scoring criteria based on the project proposal. While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item. Please use only whole and half points.

Scoring Factor	Scoring Description/Notes	Points Available	Points Given
1. Low Barrier Questionnaire Score	Low Barrier Access to Housing questionnaire. If form is altered/changed/has additional information added by the Applicant, the score = "0"	0-14 Points = Enter Score From Submitted Low Barrier Access to Housing Questionnaire	
2. Project proposal describes how the contractor/landlord will help improve the performance of the community's overall system, fills a gap/need within our system and <u>move the community forward</u> in achieving HUD and CoC priorities and goals to make homelessness rare, brief and non-recurring in our CoC.	Using the Project Description and all application content, the project addresses the needs of one or more of the identified priorities, goals and/or overall system performance	<p>Clearly describes how the proposed project helps move the community forward to making homelessness rare, brief and non-recurring by achieving HUD and CoC priorities and goals.= 10 pts.</p> <p>Somewhat describes how the proposed project helps move the community forward to making homelessness rare, brief and non-recurring by achieving HUD and CoC priorities and goals = 5 pts.</p> <p>Does not or vaguely describes how the proposed project helps move the community forward to making homelessness rare, brief and non-recurring by achieving HUD and CoC priorities and goals = 0 pts.</p>	
3. Project Description – Overview: Describes the overall scope of the project, location, number of units, sizes of units, property maintenance, property management post rehabilitation.		<p>Clearly and in detail describes the overall scope of the project including location, description of development number of units/size of units, management of the property, etc. = 5 pts.</p> <p>Describes, but lacks important details, the overall scope of the project including location, description of development number of units/size of units, management of the property, etc. = 3 pts.</p> <p>Vaguely or inadequately describes, the overall scope of the project including location, description of development number of units/size of units, management of the property, etc. = 0 pts.</p>	

<p>4. Project Description – Populations to be Served / tenancy selection Describes what target subpopulation (Individuals, Unaccompanied Youth, or Families) tenancy eligibility / selection criteria, addresses barriers to occupancy.</p>	<p>How will developer select the proposed subpopulation, tenancy selection/eligibility criteria, address barriers to accessing housing.</p>	<p>Clearly defines the subpopulations to be served; eligibility criteria; tenancy selection, addresses barriers to access housing = 3 pts</p> <p>Adequately defines the subpopulations to be served; eligibility criteria, tenancy selection, addresses barriers to access housing = 1 pt</p> <p>Vaguely defines the subpopulations to be served; eligibility criteria, tenancy selection, addresses barriers to access housing = 0 pts</p>	
<p>5. Project Description – Lease Up/Project Collaborations. Describes the process for leasing up the project and filling vacancies including collaborations with nonprofit service provider for supportive services</p>	<p>How will developer initially lease up the project, fill vacancies and develop collaboration(s) with nonprofit service provider(s).</p>	<p>Clearly defines how the project will lease up the project, fill vacancies and establish collaborations with nonprofit service provider(s) as part of the lease up and vacancy process = 3 pts</p> <p>Adequately defines how the project will lease up the project, fill vacancies and establish collaborations with nonprofit service provider(s) as part of the lease up and vacancy process = 1 pt</p> <p>Vaguely defines how the project will lease up the project, fill vacancies and establish collaborations with nonprofit service provider(s) as part of the lease up and vacancy process = 0 pts</p>	
<p>6. Budget</p>	<p>The Budget Summary and Detailed Narrative describes/explains the Project’s funding request and full cost of project including costs in appropriate eligible categories, quantity and description details are thorough, and project is feasible.</p>	<p>Budget Information is detailed, clear and complete; aligns with the project descriptions, presents a feasible project = 5 pts.</p> <p>Budget Information adequately provides necessary information for eligible costs, adequately aligns with the project descriptions, adequately presents a feasible project = 2.5 pts.</p> <p>Budget information includes ineligible costs, vague details, missing key information to support project description and/or does not present a feasible project = 0 pts.</p>	
<p>7. Match Commitment – C.A.S.H Developer Incentive is required to provide a minimum of 50% match funds towards the project.</p>	<p>THHI will not provide more than 50% to acquire/rehab properties, therefore applicant needs to have both an understanding of match and the ability to provide required match</p>	<p>Detailed, clear and complete indicating the applicant understands match and will be able to provide required project match = 3 pts.</p> <p>Demonstrates a basic understanding of match, however the applicant’s may have difficulty providing necessary match</p>	

		= 1.5 pts. Vague, missing key information and/or does not demonstrate an understanding of match and/or the ability to provide required project match = 0 pts.	
8. Organization's Capacity and Experience: History of the business owners having experience in similar projects, previous Affordable housing development or project management, (partnering with select professionals i.e: contractors, sub-contractors, real estate agents in the affordable housing field, lenders); local government funding and processes, General contractor or engineer services in house	Extensive or high history/experience is defined as 8+ years Some History/experience is defined as 4 to 7 years Minimum or No History/Experience is defined as less than 3 years	Extensive history of experience/knowledge in affordable housing and/or project management (partnering with select professionals = 2 pts. Some history of experience/knowledge in affordable housing and/or project management (partnering with select professionals = 1 pt. Minimum history of experience/knowledge in affordable housing and/or project management (partnering with select professionals = 0.5 pts.	
9. Company Financial Health and Fiscal Capacity <i>(THHI staff and/or Board Members will review submitted documents and provide guidance to the proposal scoring members)</i>	Utilizing the Budget Narrative, Organizational Capacity Information, Tax Returns and YTD P&L Statement to demonstrate adequate financial health, processes and/or cash flow to continue operations while reimbursement is processed.	Extensive evidence of company's financial health and fiscal capacity to complete proposed project = 2 pts. Adequate evidence of company's financial health and fiscal capacity to complete proposed project = 1 pt. Minimum evidence of company's financial health and fiscal capacity to complete proposed project = 0.5 pts.	
10. Overall proposal Presentation	The overall presentation of the proposal – formatting, content, flow of narratives, adherence to RFP instructions – demonstrates attention to detail and quality	Presented in a detailed, concise organized manner that was easy to understand and review = 1 pt. Lacked attention to detail and overall organization of information making it difficult for the reviewer(s) to locate information needed to complete scoring = 0 pts.	
11. Applicant has/will form a collaborative partnership with an Active CoC Member Agency or currently participating member agency has access to the Coordinated Entry project/list	Collaboration with an Active or participating CoC member agency increases collaboration with the overall CoC and efforts to make homelessness rare, brief and non-recurring.	Yes – Active CoC Member= 2 pts. Yes – Currently Participating Agency with CES access = 1 pt. No = 0 pt.	

