

**Capital Regional District  
Regional Housing Trust Fund**

**Evaluation of Housing Proposals**

- **Project Assessment Criteria**
- **Project Weighting/Scoring**

*The priority of RHTF Funding for the period 2017-2021 is as follows:*

1. *That funds will be targeted to proposed affordable housing projects within approved Regional Housing First Program projects for the period 2017-2021.*

*The 2019 Housing Income Limits (HILs) for Victoria as adopted by CMHC and BC Housing.*

<i>Bachelor</i>	<i>= \$42,500</i>
<i>One Bedroom</i>	<i>= \$42,500</i>
<i>2 Bedroom</i>	<i>= \$56,000</i>
<i>3 Bedroom</i>	<i>= \$75,500</i>
<i>4+ Bedroom</i>	<i>= \$84,500</i>

## RHTF PROJECT ASSESSMENT CRITERIA

### Society Capacity & Project Support

- Have there been previous applications or funding agreements with this applicant. If yes, have they produced successful results?
- Does the applicant have the expertise and track record to carry out the proposed housing operations?
- Does the applicant have development experience working with federal and provincial housing agencies?
- What evidence of neighbourhood and community support has been supplied?
- Has the applicant sought funding from other government, community agencies, and/or health authority? What is the status of those applications?
- What leveraging ratio will be achieved comparing CRD RHTF funding with total project capital cost?

### Development Concept

- Does the project location complement the recommendations of the Regional Housing Affordability Strategy? (ie: access to transit and amenities, etc)
- Does the project adhere to the municipal/neighbourhood plan?
- Does the building address the accommodation needs of the target tenant group?
- Are amenity and common area spaces adequate for the tenants?

### Project Business Case

- Does the applicant clearly identify need and demand for the target tenant group?
- Is the operational plan self-sustaining beyond 20 years?
- Do target tenant incomes meet the funding priorities for 2017-21?
- Does the project provide good value for money? (i.e. Economy, efficiency and effectiveness)
- Is the applicant using an appropriate procurement technique and are there any appearances or potential for conflict of interest?
- Are the capital and operating budgets realistic and all cost lines clearly defined with appropriate supporting documentation?
- Are the project costs reasonable and reflective of "fair market value"?
- Does the applicant have appropriate financial controls in place to track project capital cost?
- Is the applicant providing a financial contribution to the project? (i.e. equity or in-kind contributions)

### Development Schedule

- Does the application have a development schedule that includes
  - description of results to be achieved
  - timelines for each activity
- Is the schedule realistic in today's market?

### Tenant Support Services (if applicable)

- Has confirmation of support funding been provided?
- Does the applicant have experience in projects with support services?
- Are the support services business and financial plans realistic and achievable?

## PROJECT WEIGHTING/SCORING

All applications for CRD Regional Housing Trust Funding (RHTF) will be evaluated by the Advisory Committee using the following evaluation criteria.

To be recommended for funding approval, projects must achieve:

- a minimum of 175/235 points for projects without tenant support services
- a minimum of 225/300 points for projects with tenant support services

CATEGORY	WEIGHTING	SCORE
<b>Society Capacity &amp; Project Support</b>		
1. Non-profit housing development experience	10	
2. Governance	10	
3. Community Support	10	
4. Community Funding Partnerships	10	
5. Senior government support	15	
6. RHTF Leveraging (minimum 5:1)	10	
<b>Sub Total</b>	<b>65</b>	
<b>Development Concept</b>		
7. Project location	10	
8. Building design and quality	15	
9. Unit layout	10	
10. Amenity/service spaces	10	
<b>Sub Total</b>	<b>45</b>	
<b>Project Business Case</b>		
11. Confirmation of need and demand	25	
12. Project sustainability	10	
13. Focus toward funding priorities	40	
14. Capital budget plan	25	
15. Operating budget plan	15	
<b>Sub Total</b>	<b>115</b>	
<b>Development Schedule</b>		
16. Ability to follow schedule as outlined	10	
<b>Sub Total</b>	<b>10</b>	
<b>TOTAL (no support services)</b>	<b>235</b>	
<b>Tenant Support Services (if applicable)</b>		
17. Availability/confirmation of support funding	25	
18. Ability to deliver support services	20	
19. Business and financial plan	20	
<b>Sub Total</b>	<b>65</b>	
<b>TOTAL</b>	<b>300</b>	