THHI – 2019 UNIVERSAL RFP – THRESHOLD AND SCORING CRITERIA

Project Applicant: _____   **Name of Project:** _____

Type of Project: ❑ PH PSH – Scattered Site   ❑ PH PSH – Project Based   ❑ PH PSH – Set Aside   ❑ PH – RRH
❑ Emergency Bridge Housing (CHSC)   ❑ Joint Emergency Bridge (ES) / TH + RRH
❑ Services Only   ❑ Other: _____

❑ New Project   ❑ Expanded Project   ❑ Current (renew)   ❑ Existing – (GAP Funding)

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 on April 9, 2019 at 2PM	**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 the Friday, April 26, 2019 3PM 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. Organization has been in operation for at least 2 years	**FATAL FLAW** - RFP clearly stated this is an eligibility to apply criteria	Yes = Continue to next factor No = Ineligible to apply	
D. Non-Profit Organization with 501(c) 3 status (*submitted with IRS determination letter)*	**FATAL FLAW** - RFP clearly states this is an eligibility to apply criteria	Yes = Continue to next factor No = Ineligible to apply	
E. Organization is in good standing in the State of Florida, Division of Corporations	**FATAL FLAW** - RFP clearly states this is an eligibility to apply criteria	Yes = Continue to next factor No = Ineligible to apply	
F. Organization is NOT listed on the "Excluded Parties List" (sam.gov)	**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	
G. RFP Application Form is signed by the agency 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	
H. Proposal is typed; not completely/mostly handwritten	**FATAL FLAW** - RFP clearly stated that proposals that are completely/mostly handwritten will have committed a fatal flaw	Yes = Continue to next factor No = Fatal Flaw	
I. Proposal submission included 1 original, 5 copies and 1 electronic copy on thumb drive	**FATAL FLAW** - RFP clearly stated this failure to submit these items is a fatal flaw	Yes = Continue to next factor No = Fatal Flaw	

J. 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	
K. 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	
L. 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	
M. Proposal included a Completed and Signed Housing First/Low Barrier 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 *(Circle by THHI staff and Signed by THHI Staff)*		**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. Housing First/Low Barrier Questionnaire Score	Housing First/Low Barrier access to needed services is a proven best practice. If form is altered/changed/has additional information added by the Applicant, the score = "0"	0-24 Points = Enter Score From Submitted Housing First/Low Barrier Questionnaire	
2. Project proposal describes how the project will help improve the performance of the community's overall system, fills a gap/need within our system and *move the community forward* 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	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. 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. 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.	
3. Proposed Project is *innovative*, "*outside the box*"	Using the Project Description and all proposal content, the project is innovative, 'outside of the box," and uses demonstrative effective practices and/or 'next practices"	Clearly and in detail described an innovative project utilizing proven and effective practices = 5 pts. Touches on some innovative ideas and effective practices, but lacks detail = 2.5 pts. Not innovative and/or does not utilize proven effective practices = 0 pts.	

4.Project Description – Overview: Describes the overall scope of the project including the clients to be served, which services will be provided and how they will be provided, and process for quickly assisting clients into permanent housing		Clearly and in detail describes the overall scope of the project including the clients to be served, which services will be provided and how they will be provided, and process for quickly assisting clients into permanent housing = 5 pts. Describes, but lacks important details, the overall scope of the project including the clients to be served, which services will be provided and how they will be provided, and process for quickly assisting clients into permanent housing = 3 pts. Vaguely or inadequately describes, the overall scope of the project including the clients to be served, which services will be provided and how they will be provided, and process for quickly assisting clients into permanent housing = 0 pts.	
5. Project Description – Client Demographics/Target Populations: Describes the project's proposed populations to be served, including identifying targets, and information demonstrating an understanding of the needs of the clients they propose to serve.	Target = serve at least 75 percent of the household type / sub-populations they indicate are the project's "target	Clearly defines the target demographics of the individuals/households to be served with details that demonstrates an understanding of the needs of those they propose to serve = 3 pts Adequately defines the target demographic, but lacks some detail to demonstrate a full understanding of the needs of those they propose to serve = 1 pt. Vaguely defines the target demographic, does not demonstrate an understanding of the needs of those they propose to serve = 0 pts	
6. Project Description – Project Performance Outcomes: Outcomes are the primary way for projects to demonstrate effectiveness and impact in effectible ending homelessness.	Outcomes based on client accomplishments; not on the number of services/activities provided; demonstrate a positive impact on overall system performance. • *Percent of participants/households that will exit to a permanent housing situation (80%)* • *Average Length of time from project enrollment to permanent housing placement (60 days or less)* • *Percent of adult participants that have increased Earned Income from entry to exit, or entry to end of grant term (10%)* • *Percent of adult participants that have Increased Total Income from entry to exit, or entry to end of grant term (25%)*	Outcomes are concise, identified and measurable outcomes that can positively impact overall system performance and are not based on number of activities/services = 5 pts Outcomes are adequate, but not concise, included some that are based on number of activities/services, and adequately shows positive impact on overall system performance = 3 pts Outcomes are all based on number of services/activities provided, outcomes are vague, and/or do not demonstrate a positive impact on overall system performance = 0 pts	

7. Budget	The Budget Summary and Detailed Narrative describes/explains the Project's funding request including costs in appropriate eligible categories, quantity and description details are thorough, and project is feasible.	Budget Information is detailed, clear and complete; aligns with the project descriptions, presents a feasible project = 5 pts. Budget Information adequately provides necessary information for eligible costs, adequately aligns with the project descriptions, adequately presents a feasible project = 2.5 pts. Budget information includes ineligible costs, vague details, missing key information to support project description and/or does not present a feasible project = 0 pts.	
8. Match Commitment	All funding sources require some percentage of match, therefore applicant needs to have both an understanding of match and the ability to provide required match	Detailed, clear and complete indicating the applicant understands match and will be able to provide required project match = 3 pts. Demonstrates a basic understanding of match, however the applicant's may have difficulty providing necessary match = 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.	
9. Organization's Capacity and Experience: History of addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless.	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 in addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless = 2 pts. Some history in addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless = 1 pt. Minimum history in addressing the needs of and providing services to low income households who are homeless, formerly homeless or at risk of becoming homeless = 0.5 pts.	
10. Organization's Capacity and Experience: Experience of operating at least similar projects, including performance outcome data from similar programs operated by the organization that shows the effects of the services provided	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 experience with operating similar projects (, with documented data performance outcomes to substantiate high performance positive outcomes = 2 pts. Some experience with operating similar projects with documented data performance outcomes, however outcomes are below average = 1 pt.	

		Minimum little experience in operating similar projects and/or does not have data documenting positive outcomes and/or data outcomes indicate poor performance = 0.5 pts.	
11. Organization's Capacity and Experience: Federal, state, and/or local government grant experience and capacity of the organization and each person responsible for grant administration including program regulations and requirements, financial processing and billing, and data accuracy and reporting.	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 experience with government grants with high staff experience in project administration and compliance requirements = 2 pts. Some experience with government grants with some staff experience in project administration and compliance requirements = 1 pt. Minimum or no experience with government grants and staff has minimum/no experience in project administration and compliance requirements = 0 pts.	
12. Agency Compliance *(THHI Finance Staff will review submitted Audit and provide data/info for this scoring criteria)*	Using the provided Financial Audit including Supplementary Information and Other Reports and The Management Letter	No deficiencies = 2 pts. Technical/Corrected = 1.5 pts. 1 unresolved finding = 1 pt. 2+ unresolved findings = 0 pt.	
13. Cost Allocation Plan	Applicant will be asked to utilize cost allocation in relation to items such as building usage, admin expenses	Clearly indicates and details how the applicant will allocate costs between other projects within their organization that share costs = 2 pts. Indicates how the applicant will allocate costs between other projects within their organization that share costs, but lack sufficient detail = 1 pts. Does not clearly indicates how the applicant will allocate costs between other projects within their organization that share costs and/or indicates the use of an indirect rate = 0 pts	
14. Financial Health and Capacity	Utilizing the Budget Narrative, Organizational Capacity, Organization Budget, submitted IRS 990 and/or Audit material, to demonstrate adequate financial health, processes and/or cash flow to continue operations while reimbursement is processed	Applicant has strong financial health = 2 pts. Applicant has adequate financial health = 1 pts. Applicant does not have adequate financial health = 0 pts.	

15. 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.	
16. Applicant is an "Active" Member of the Continuum of Care as defined in the Tampa/Hillsborough County CoC Governance Charter by attending at least 80% of CoC monthly meetings held in the past 12 months _AND_ attending at least 80% of a CoC Committee meeting in the past 12 months (or THHI Board Member)	THHI will provide a List of "Active members" based on attendance records at the CoC monthly meetings and CoC Committees for the past 12 months (April 2018 – March 2019)	Yes = 2 pt. No = 0 pt.	
17. Applicant has at least 1 staff member <u>regularly</u> participating (at least <u>50% attendance)</u> on a CoC Committee	THHI will provide CoC Committee Attendance tracking for the past 12 months (April 2018 – March 2019)	Yes = 1 pt. No = 0 pt.	
18. Applicant agency has a leadership role in the CoC as evidence by at least 1 of the agency's paid staff serving as chair or co-chair of a CoC Committee; or on THHI's Board of Directors	THHI will provide a list of all CoC Committee Chairs and Co-Chairs with their corresponding agency for the past 12 months (April 2018 – March 2019)	Applicant Staff Member Chairs or Co-Chairs a Committee = 1 pt. Applicant Staff member does NOT Chair or Co-Chair a committee = 0 pts.	
19. Applicant's HMIS participation *THHI staff will provide list of agency's actively entering data.*	Applicant agency actively enters data into HMIS as defined as having entered data within the past 90 days (inclusive of any/all of applicants projects using HMIS) ***DV providers prohibited from entering into HMIS will receive maximum points***	Applicant actively enters data in HMIS = 1 pts. Applicant is an HMIS partner agency but is not actively entering data = 0.5 pt. Applicant is a non-DV provider and is not a current HMIS partner = 0 pts.	
20. Applicant's Overall HMIS Data Completeness (Quality) *THHI staff will provide Data Completeness Results to the scorers. The time frame for Reports will be 10/1/17 to 9/30/18*	All HMIS projects are required to maintain satisfactory completeness (quality). If the applicant has current HMIS projects, all current projects will be used to determine the Agency's overall data completeness (quality). ***DV providers prohibited from entering into HMIS will receive maximum points***	Number of Categories with greater than 10% missing data: 0 = 2 points 1-2 = 1 point 3+ = 0 points Applicant is a non-DV provider and does not have a currently operating projects that are entering data into HMIS = 0 points	

Project Applicant: _____ **Name of Project:** _____

Maximum Points Possible: **80**   **Total Points Awarded: _____**

Reviewer's Overall Observations/Concerns:

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Reviewer's Name: _____ **Reviewer's Signature:** _____ **Date Reviewed: _____**