

Project Development Funding (PDF)

Evaluation Matrix

Mandatory Criteria

- Proponent is a registered non-profit society, housing co-op, municipal housing provider, indigenous government or First Nation
- An ownership interest or substantial commitment in the property (substantial commitment refers to an undertaking, contract of Purchase and Sale or letter from the owner).
- The proposal has sufficient information to assess the Project Development Funding request by the proponent.
- The project demonstrates clear need and demand with affordable rents, within the community.

Once the above mandatory criteria have been met the project will be evaluated based on the matrix below.

Evaluation Criteria	Description	Weighting
Financial	Demonstrates a feasible capital budget, operating budget and financial viability.	35
Purpose	The project demonstrates a clear need and demand within the region where the development is located for the affordable target market.	20
Proponent Capacity	The proponent has relevant and proven development, operating and management experience in affordable rental housing and/or has illustrated their capacity to take on the project. The project team (if applicable) or key personnel identified has experience in this type of development.	15
Housing Concept (Construction and Design of the Development)	The development is appropriate for the target clients and program needs (as identified), i.e. location, unit design, layout and site conditions.	15
Partnerships and Equity	Partnership and equity has been confirmed by the society. This includes municipal support, equity and operating partners.	5
Procurement Strategy	The project shows a documented procurement strategy and it has been followed to employ the project team and services or is described in the overall plan, if not already engaged.	5
Schedule	The construction schedule and lease up period for the project identifies a reasonable duration for the interim construction financing, and alignment with future funding opportunities.	5
Total		100%

Evaluation and Selection

Submissions will be evaluated by a BC Housing Development Manager, Director and/or Senior Managers of Regional Development (minimum 2 evaluators) using the Evaluation Criteria above, based on the information in the submission/proposal corroborated as required and through meetings with Society representatives. Those proposals that exceed a score of 60% may be given Project Development Funding (PDF) and asked to fully develop their proposals within a fixed timeframe.

It is to BC Housing's discretion how much PDF the subject proponent receives depending on the project stage and available information, within the Financial Expense Authority Matrices and the PDF Policy and Appendix A – PDF Loan Guidelines.

Proposals which receive PDF are still required to apply and be evaluated for BC Housing funding programs to advance their proposals to the next stage of approvals.

Projects that have successfully been procured through a Request for Proposal call (RFP), such as Community Housing Fund and Indigenous Housing Fund, will rely on the evaluation for that RFP to access PDF, rather than the PDF evaluation matrix. If a project proponent was not successful through an RFP but are requesting PDF, the proponent's project would be evaluated through the PDF Evaluation Matrix and application process.

1. Refer to the Non profit tendering guideline for more information on competitive procurement strategies.
<https://www.bchousing.org/publications/Procurement-Guidelines-for-Non-Profit-Housing.pdf>