

MEMORANDUM

CITY OF GRAND RAPIDS

DATE: December 7, 2022

TO: Chair Washington, Affordable Housing Fund Board Members

FROM: Kate Berens, Deputy City Manager

SUBJECT: Request For Proposals Scoring Rubric

Attached to this memorandum is draft information supporting the Affordable Housing Fund Board's anticipated first Request for Proposals (RFP). This RFP process will support the Board's role in making recommendations on how to invest \$5 million of the City of Grand Rapids ARPA funds previously committed to this effort by the City Commission.

The attached rubric and prioritization information was developed by the Board's subcommittee on this topic. The Board is anticipated to discuss, modify and approve a scoring rubric and prioritization factors at the meeting on December 12. Staff will then incorporate this information into the City's appropriate RFP process and template, which will address additional considerations, such as the award recipient's organizational structure, financial stability, ability to comply with applicable reporting requirements and other standard procurement requirements and information.

We are prepared to discuss the attached on Monday. Because we are hoping for the Board to take action confirming that this rubric and prioritization information should be included in the RFP, which we anticipate releasing in January, if you have questions or substantive items you know you will want to discuss or propose for the Board's consideration, please contact me so that staff can be prepared to support that discussion with any relevant data or implications.