

	FY2025 HOPWA - Project Sponsor Application Evaluation Scorecard	Points Allowed	Application Section
General Oversight/ Administration			
	Agency described how the agency, as the Project Sponsor, will ensure that all funded agencies will have, and maintain, all required HOPWA related policies for HOPWA services provide by the agency.	up to 5	1.1
	Agency described how the agency, as the project sponsor, will evaluate the ongoing needs for Tenant Based Rental Assistance (TBRA) vouchers, oversee the allocation of vouchers per county, and manage the waitlist for the service area?	up to 5	1.2
	Agency explained how, as the project sponsor, they will ensure clients receiving any HOPWA eligible assistance will be provided/offered case management services.	up to 5	1.3
	Agency described experience in collecting program data and program evaluation techniques that will be implemented to track the efficiency of services provided in the service area.	up to 5	1.4
	Agency described their agencies experience in monitoring agencies for program compliance. If no current experience, agency describe the process that will be implemented to monitor funded agencies.	up to 5	1.5
	Agency, as Project Sponsor, described who will develop, update, implement, and oversee the overall HOPWA service delivery for eleven-county service area to ensure Federal, State, Local regulations are followed, as well as best practices.	up to 5	1.6
	Agency explained how their agency, as the Project Sponsor, participates/will participate in existing housing task forces or planning bodies within the region to identify all existing housing resources, identify needed housing services, and ensure housing services are coordinated throughout the region.	up to 5	1.7
	Agency explained how, as the Project Sponsor, they collaborate/or will collaborate with other agencies for Care and Prevention of households impacted by HIV/AIDS. Include how your agency uses/will use data to address health inequities and the burden of the epidemic.	up to 5	1.8
	Agency, as Project Sponsor, identified the process for executing contracts to funded agencies in a timely manner.	up to 5	1.9
	Agency, as the project sponsor, described how they will identify gaps in services (STRMU, PHP, Supportive Services, and HIS) not met by contracted agencies and provide needed services to participants.	up to 5	1.10
	The applicant agency provided a brief overview of the service delivery area.	up to 5	1.11
Service Delivery Administration			
	Agency provided anticipated timeline for securing housing for a household once eligibility for HOPWA Tenant-Based Rental Assistance (TBRA) has been determined.	up to 5	2.1
	Agency, as Project Sponsor, described how their agency will administer the following HOPWA activities in the service area: Tenant-based Rental Assistance and Resource Identification.	up to 5	2.2
	Agency described how they will ensure that housing units in the HOPWA TBRA program comply with all HOPWA regulations.	up to 5	2.3
	Agency described how clients receiving TBRA will access case management services.	up to 5	2.4
	agency described how their agency will develop activities designed to improve access to housing resources, increase coordination across funding systems e.g. (HOPWA, Ryan White, Other mainstream benefits), conduct housing assessments, develop data sources to monitor program performance.	up to 5	2.5
	Agency explained how, as the Project Sponsor, will involve persons with lived experience in the development, implementation, and evaluation of the HOPWA programs operations and service delivery throughout the service area.	up to 5	2.6
	Agency described how they will coordinate and provide updates regarding the HOPWA service area with the City of Charlotte HOPWA Engagement Coordinator.	up to 5	2.7
Organizational Capacity			
	Agency described the administrative and financial department's capacity to administer HOPWA eligible activities.	up to 5	3.1
	Agency described processes used for record retention at your agency and how will they ensured the confidentiality of HOPWA documents.	up to 5	3.2
	Agency explained how their agency will ensure timely and accurate submission of requested documents from the City and funded agencies.	up to 5	3.3

Agency described their reputation within the service area.	up to 5	3.4
Agency describe how their agency will meet agency financial obligation while waiting for reimbursement from the City of Charlotte.	up to 5	3.5
Total Points	115	n/a

Review Committee scoring guidance		
<i>5 points - Complete, insightful and value added response</i>	<i>The respondent provided a complete response indicating mastery of the topic, answered all question components and demonstrates innovative application of cutting edge approach(es) that may set a standard for accepted best practices.</i>	
<i>4 points - Complete and insightful response.</i>	<i>The respondent provided a thorough response and answered all question components. The response reflects a robust understanding of salient topics and extensive application of accepted best practices.</i>	
<i>3 points - Complete response.</i>	<i>The respondent provided a thorough response and answered all question components. The response reflects a general application of accepted best practices.</i>	
<i>2 points - Acceptable response</i>	<i>The respondent answered the question with enough detail to compare the answer to other responses. The response answers a majority of the question components.</i>	
<i>1 point - Incomplete response</i>	<i>The respondent failed to answer the basic components of the question, the answer was confusing or misleading, or the information provided does not allow for a comparison to other responses.</i>	
<i>0 point - No response</i>	<i>The respondent failed to answer the question.</i>	