

	FY2024 HOPWA - Service Provider Application Evaluation Scorecard	Points Allowed	Application Section
Agency and Program Information			
	Agency provided program description including agency experience working with targeted population.	up to 5	1.1
	Agency described the benefits or results of agency or program activities.	up to 5	1.4
	Agency described how HOPWA program activities fit within their agency's mission.	up to 5	1.5
	Agency described the HIV epidemic in their community and the gaps in services that make their specific program necessary. Agency included what qualifies their organization to provide this program to people living with HIV in their community.	up to 5	1.6
	Agency described their ability to implement the Program they propose in terms of the agency's experience in serving people living with HIV and staffing levels, experience, ratios, and qualifications.	up to 5	1.7
	Agency application demonstrated commitment to serving People Living with HIV and AIDS.	up to 5	1.8
	Agency described how clients will apply for assistance to your program.	up to 5	1.10
	<i>If applicable</i> , the agency described any program specific processes clients must utilize to access services from your agency.	up to 5	1.11
	Agency described the recruitment strategies/marketing plan to ensure services are known in their service area.	up to 5	1.12
Agency Financial & Contract Compliance			
	Agency explained if awarded funds in FY2025 (July 2024 – June 2025) their strategies that will be utilized to ensure that funds are used in their entirety.	up to 5	2.1
	Agency described how they will leverage HOPWA funds to provide or compliment additional services and/or housing resources. If yes, they described the type of services/resources that will be provided and source of funding.	up to 5	2.2
	Agency described the process for ensuring all agency staff understand and will meet HOPWA contract requirements around required reporting and submitting invoices.	up to 5	2.3
	Agency described how they will determine and document client eligibility and how their agency will decide which clients get assistance from your HOPWA funding if the need exceeds available funding.	up to 5	2.4
	Agency described how the agency collects, monitors, and utilizes their clients' feedback about their program.	up to 5	2.5
	Agency detailed the timeframe in which activities can be completed (such as, how quickly will checks be written once approved, how long will the approval process take).	up to 5	2.6
Connection to the Community			
	Agency described how their agency collaborates with other entities in the community.	up to 5	3.1
	Agency describe agreements agency/program has for linkages with HIV medical care.	up to 5	3.2
	Agency stated the community partners that will have a role in the activities they proposed.	up to 5	3.3
Agency and Program Capacity and Stability			
	Agency described why they are seeking HOPWA funds now.	up to 5	4.1
	Agency described plans to ensure project is fully funded.	up to 5	4.2
	Agency described how they will identify, and address duplication of HOPWA funded activities within your agency and across the service area.	n/a	n/a
Questions scored by City Staff			
	Application submitted by deadline.	yes 5 /no -5	n/a
	Application include all required attachments.	yes 5; no -5	n/a
Total Points		110	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>