

	FY2024 HOPWA - Application Evaluation Scorecard	Points Allowed	Application Section
Agency and Program Information			
	Agency described their experience in providing eligible HOPWA funded activities for the targeted population in which they will serve.	<i>up to 5</i>	1.1-1.3
	Agency described the benefits or results of the agency or program activities and how they will meet the focus population anticipated service needs. Agency completed diagram to demonstrate number of unduplicated clients to be served by agency.	<i>up to 5</i>	1.4
	Agency described how HOPWA program activities fit with agency mission.	<i>up to 5</i>	1.5
	Agency described the gaps in services to addressing HIV epidemic in their community and how their specific program is necessary. Agency described what best qualifies them to provide HOPWA services in community.	<i>up to 5</i>	1.6
	Agency described their ability to implement proposed HOPWA program and the agencies experience in serving people living with HIV and staffing levels, experience, ratios, and qualifications ?	<i>up to 5</i>	1.7
	Agency described their commitment to serving people living with HIV and AIDS by addressing Cultural humility, Trauma Informed Services, expertise in serving their community, willingness to continue learning about topics related to HIV	<i>up to 5</i>	1.8
	Agency described their process for collecting, monitoring and utilizing client's feedback regarding eligible HOPWA services to be provided.	<i>up to 5</i>	1.9
Agency Financial & Contract Compliance			
	Agency described strategies utilized to ensure HOPWA funds are being expended in full for the FY awarded. And if not fully expended strategies to address expenditure concerns.	<i>up to 5</i>	2.1
	Agency described how they will leverage HOPWA funds to provide additional services and included the source of funding.	<i>up to 5</i>	2.2
	Agency described the process for ensuring agency staff understands and will meet HOPWA contract requirements regarding reporting and submitting invoices	<i>up to 5</i>	2.3
	Agency described their process to ensure client eligibility for HOPWA services. Agency described their process for prioritizing clients when client needs exceeds available HOPWA funding	<i>up to 5</i>	2.4
	Agency described their timeframe regarding completing activities such as the how quickly will checks be written once a client is approved for financial assistance. Along with the process for approving a client.	<i>up to 5</i>	2.5
	Agency described in detail the geographic region and target populations they will serve. In addition to providing a count of how many unduplicated clients they propose to serve	<i>up to 5</i>	2.6

Connection to the Community			
	Agency described how client's will access HOPWA services provided	<i>up to 5</i>	3.1
	Agency described their recruitment strategies and marketing plan to ensure service area is aware of HOPWA services provided by the agency.	<i>up to 5</i>	3.2
	Agency described how they collaborate with other entities in the community?	<i>up to 5</i>	3.3
	Agency described how they will link client's to necessary HIV medical care.	<i>up to 5</i>	3.4
	Agency specified the community partners that will be apart of the continuity of care process for client's receiving HOPWA services from the agency.	<i>up to 5</i>	3.5
Agency and Program Capacity and Stability			
	Agency described their purpose for seeking HOPWA funds in a detail?	<i>up to 5</i>	4.1
	Agency detailed their plans outside of city/CCP funding to ensure a fully funded project.	<i>up to 5</i>	4.2
	Agency described the impact on project if funding is denied.	<i>up to 5</i>	4.3
	Agency explained the reason for requesting a change in funding level from previous fiscal year award.	<i>up to 5</i>	4.4
	Agency described the activities that will be included in Administrative cost request.	<i>up to 5</i>	4.5
	Agency described the activities that will be included in Program delivery cost.	<i>up to 5</i>	4.6
Additional Information			
	Agency provided additional information about agency programs	<i>up to 5</i>	5.1
	Agency identified how the agency address duplication of HOPWA funded activities within your agency?	<i>n/a</i>	<i>n/a</i>
	Agency identified processes that can implemented to identify and address duplication of HOPWA funded activities across the service area?	<i>n/a</i>	<i>n/a</i>
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
All Budget sections accurate.	yes 5; no -5	4.0,4.1, 4.2, 5.0
Total Points	125	n/a
Additional Information provided to by City		
If currently funded agency, total amount of FY2021 funds agent (based on approved invoices).	n/a	n/a
If currently funded agency, total number of households served in FY2021 (as reported on monthly scorecard).	n/a	n/a
Agency has policies noted in the certification section of RFP.	n/a	n/a
Agency has completed RFP Budget Sheet	n/a	n/a

Review Committee 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>