

## HPRP Evaluation Tool and Scoring Matrix

### PROJECT DESCRIPTION

1. Has the applicant provided a detailed description of a specific project, (either for homelessness prevention or rapid re-housing), an expected outcome, and of the location and number of clients?
  - a. No. (Low Score)
  - b. The applicant has provided a detailed but incomplete or unclear description. (Medium Score)
  - c. Yes. (High Score)
  
2. What is the overall quality of the linkage with the continuum of care?
  - a. The linkage is poorly demonstrated or not at all. (Low Score)
  - b. The linkage is adequately demonstrated. (Medium Score)
  - c. The linkage is excellently demonstrated. (High Score)
  
3. How does the applicant identify the target population for the project and is there an adequate client base?
  - a. The connection between the target population and the required client base for the project is weak – it is unlikely that the target population will provide sufficient client base for the project. (Low Score)
  - b. The connection between the target population and the required client base for the project is adequate – it is reasonably likely that the target population will provide a sufficient client base for the Project. (Medium Score)
  - c. The connection between the target population and the required client base for the project is strong – it is likely that the target population will provide an extensive client base for the project. (High Score)
  
4. Are the expected outcomes for the project clearly defined and quantifiable?
  - a. The expected outcomes for the project are vaguely defined and are not quantifiable. (Low Score)
  - b. The expected outcomes for the project are adequately defined and are quantifiable within reasonable limits. (Medium Score)
  - c. The expected outcomes for the project are defined in a clear and thoughtful manner and are distinctly quantifiable. (High Score)
  
5. Has the applicant provided a detailed and structured methodology for collaborating with other agencies to effectively implement the project?
  - a. The methodology provided by the applicant does not adequately address the project will be implemented. (Low Score)
  - b. The methodology provided by the applicant presents an adequate plan for addressing project implementation. (Medium Score)
  - c. The methodology provided by the applicant presents an excellent plan for addressing project implementation. (High Score)

## APPLICANT CAPACITY

6. Does the applicant possess the organizational capacity OR the relevant experience to successfully complete the project?
  - a. The applicant's organizational capacity and history indicates an insufficient ability to successfully complete the project AND the applicant's relevant experience and performance with previous projects are not indicative of a distinguished ability to successfully complete the Project. (Low Score)
  - b. The applicant's organizational capacity and history indicates a reasonable ability to successfully complete the project OR the applicant's previous project experience and past performance indicates an adequate ability to successfully complete the project. (Medium Score)
  - c. The applicant's organizational capacity and history indicates a strong ability to successfully complete the project OR the applicant's previous project experience and past performance indicates a strong ability to successfully complete the project. (High Score)
  
7. Does the applicant have the necessary level of technical skills and programmatic knowledge to successfully complete the project?
  - a. The applicant does not demonstrate skill in the required program and technical areas. (Low Score)
  - b. The applicant demonstrates some skill in the required program and technical areas. (Medium Score)
  - c. The applicant is highly skilled in the required program and technical areas. (High Score)
  
8. Does the applicant have the necessary procedures in place to manage the requested funding appropriately?
  - a. The applicant's relevant fiscal management experience for the proposed project is minimal (less than one year) or none. (Low Score)
  - b. The applicant's relevant fiscal management experience for the proposed Project is adequate (1 to less than 4 years). (Medium Score)
  - c. The applicant's relevant fiscal management experience for the proposed Project is excellent (4 years or more). (High Score)
  
9. Is the Project likely to be completed within 12 to 18 months of the contract execution date?
  - a. The project is unlikely to be completed within the given timeframe. (Low Score)
  - b. The project is reasonably likely to be completed within the given timeframe. (Medium Score)
  - c. The project is highly likely to be completed within the given timeframe. (High Score)

## CONSISTENCY

10. Is the Project consistent with the Consolidated Plan?
  - a. The project is not consistent with the Consolidated Plan. (Low Score)
  - b. The project is consistent with the Consolidated Plan. (High Score)
  
11. Is the Project consistent with the County Homeless Initiatives priorities?
  - a. The project is little or not at all in line with the County Homeless Initiatives priorities. (Low Score)
  - b. The project is somewhat in line with the County Homeless Initiatives priorities. (Medium Score)
  - c. The project is fully in line with the County Homeless Initiatives priorities. (High Score)
  
12. Is the Project consistent with local zoning and comprehensive plans?
  - a. The project is little or not at all in line with the local zoning and comprehensive plans. (Low Score)
  - b. The project is somewhat in line with the local zoning and comprehensive plans. (Medium Score)
  - c. The project is fully in line with the local zoning and comprehensive plans. (High Score)

## FISCAL SOUNDNESS

13. Have leveraging costs been calculated effectively?
  - a. No. (0)
  - b. Yes. (High Score)

## GENERAL

14. What is the overall quality and level of clarity of the program design?
  - a. Low. (Low Score)
  - b. Average. (Medium Score)
  - c. High. (High Score)

## SCORING MATRIX

For each question, the applicable score for options (a.), (b.), or (c.) is multiplied by a weighted multiplier. The maximum possible number of points is 144. The minimum possible number of points is 45.

Question	Score of Option A	Score for Option B	Score for Option C	Multiplier	Total Points
1	1	2	3	x3	
2	1	2	3	x2	
3	1	2	3	x2	
4	1	2	3	x4	
5	1	2	3	x4	
6	1	2	3	x4	
7	1	2	3	x4	
8	1	2	3	x4	
9	1	2	3	x3	
10	1	2		x4	
11	1	2	3	x4	
12	1	2	3	x4	
13	0	3		x3	
14	1	2	3	x3	
				TOTAL:	