

## Appendix B – Fee for Service Request Proposal Evaluation Matrix

The following outlines the criteria to evaluate and score fee for service proposals:

### **Category    Criteria to Include**

<b><i>One-time or ongoing funding request</i></b>	Identification of whether the proposal is for ongoing operating or capital funding or a one-time request
<b><i>Summary of how program/service helps people find/maintain housing</i></b>	<ul style="list-style-type: none"> <li>▪ Clarity and feasibility of the program model</li> <li>▪ Ability to identify and engage participants</li> <li>▪ Coordinated services and resources to address participant needs</li> <li>▪ Clear alignment with housing first principles</li> </ul>
<b><i>Alignment with funding categories and eligible expenses within Reaching Home and Homelessness Prevention Program programs</i></b>	<ul style="list-style-type: none"> <li>▪ Clearly articulated alignment within Reaching Home and/or Homelessness Prevention Program funding guidelines and eligible expenses</li> </ul>
<b><i>Summary of how program/service will serve equity deserving groups/ensure equitable outcomes</i></b>	<ul style="list-style-type: none"> <li>▪ Clearly articulated vision of how program/service will achieve equitable outcomes</li> <li>▪ Inclusion of equity indicators and data</li> <li>▪ Partnerships with equity deserving leaders/groups/organizations</li> </ul>
<b><i>Summary of how program/service will work within existing system or promote new community partner and system relationships/ collaboration</i></b>	<ul style="list-style-type: none"> <li>▪ Partnerships with housing providers</li> <li>▪ Partnerships with other systems</li> <li>▪ Involvement of local government and other partners</li> </ul>
<b><i>Inclusion of theory of change/logic model and key performance indicators</i></b>	<ul style="list-style-type: none"> <li>▪ Measurable outcomes for participants (e.g. housing retention, improved health outcomes)</li> <li>▪ Data collection and evaluation plan</li> <li>▪ Use of evidence-based practices</li> <li>▪ Reporting and accountability</li> </ul>