

HPF Subgrant Evaluation Guidelines for FY2016

Revised: 5/2015

Introduction

The following is intended to assist evaluators in scoring responses to HPF subgrant applications for FY2016. Applying these guidelines to your scoring process will ensure that your scoring is consistent and unbiased, which is critical when deciding whether to make an award and to whom.

Individual Scoring Guidelines

The following guidelines are a suggestion. Any reasonable system adopted by an evaluator is allowable as long as each evaluator consistently uses the same scoring system to evaluate all applications:

- a. If the application has contractor estimates, appropriate photos, an efficient and balanced budget, overmatch, and more, the question should score 8, 9 or 10.
- b. If the application has more than the minimum necessary to properly evaluate the project and no major deficiencies exist, a score of 6 or 7 should be assigned.
- c. If the application has the minimum necessary information to understand the project, and it is allowable per NPS requirements, the item should score a 5.
- d. If the majority of application requirements are acceptable but one or more factors are deficient(missing photos, insufficient project descriptions, incomplete budget, etc.), the item should score a 4.
- e. If a majority of the application requirements are deficient and their correction, either collectively or individually, poses a serious issue, a score of 3, 2 or 1 should be assigned.
- f. If a majority of the application requirements are missing, or if the proposed project is not allowable per National Park Service's guidelines, the item should be scored 0.

Sample Scoring System Summary

Either		Description
Percentage of Points Available Method	Weighted Scores Method	
100%	10	Exceptional
90%	9	Exceeds Minimum Requirements
80%	8	
70%	7	
60%	6	
50%	5	Meets Minimum Requirements
40%	4	Fails to Meet Minimum Requirements
30%	3	
20%	2	
10%	1	
0	0	Unacceptable

Consensus Scoring

Once all applications have been scored individually, the HPF subgrant manager will compile all of the scores for review by the evaluation committee. The evaluation committee will meet and determine the awards based on the averaged scores of the applications.

I Still Have Questions

Please direct any questions about the HPF subgrant evaluation process to the HPF subgrant manager.