

# Homeless Emergency Aid Program Capital Improvements Evaluation Criteria

Pasadena Continuum of Care

## Threshold Requirements

Project Requirements	Points
<b>Capital Improvements:</b> <ul style="list-style-type: none"> <li>Applicants will be required to confirm project site control at the time of RFA submittal (through a period of five years from the date of proposed project's completion).</li> <li>Applicant must provide homeless services to people experiencing, or people at risk of, homelessness in Pasadena</li> <li>Project must be used to assist people experiencing homelessness for a minimum of 5 years after project completion</li> </ul>	Pass/Fail

Continuum of Care Engagement Threshold Requirements	Points
<b>Continuum of Care Meetings:</b> Agency will attend and participate in at least one CoC committee meeting per quarter and all full membership meetings	Pass/Fail
<b>Homeless Count Participation:</b> Agency will commit volunteers to participate in the annual Pasadena CoC homeless count	Pass/Fail

## Score Breakdown

Summary of Factors	Points Possible	Points Assigned
Threshold Requirements	Pass/Fail	
Agency Capacity	15	
Project Design	30	
Project Requirements	10	
Project Budget	20	
Project Timeline	15	
Project Need	10	
<b>Total Points</b>	<b>100</b>	

## Agency Capacity

Question	Available Points
<p><b>Administrative Capacity</b></p> <ul style="list-style-type: none"> <li>Does the applicant have the background and experience to implement the proposed project?</li> <li>Does the agency provide an adequate description of financial reserves in place to sustain the project?</li> <li>Does the applicant demonstrate sufficient capacity for project oversight and administration?</li> </ul>	<b>15</b>

## Project Design

Question	Available Points
<p><b>Project Capacity</b></p> <ul style="list-style-type: none"> <li>Does the applicant have the expertise and procedural structure needed to support the successful implementation of the project?</li> <li>Are there staff identified who will provide project oversight and prepare reimbursement requests, along with their experience?</li> <li>Does the applicant emphasize any prior experience or achievements related to the project?</li> </ul>	<b>15</b>
<p><b>Project Description</b></p> <ul style="list-style-type: none"> <li>Does the application provide a comprehensive explanation of what the project will look like and how it will operate?</li> <li>Does the application demonstrate an understanding of the project requirements?</li> <li>What percentage of the people served by the project will be homeless or at risk of homelessness?</li> <li>Does the application indicate any building or zoning requirements, and can the necessary approvals be obtained within 6 months of contract execution?</li> <li>Does the applicant provide sufficient details to demonstrate project readiness?</li> </ul>	<b>15</b>

## Project Requirements

Question	Available Points
<p><b>Activities to Achieve Project Requirements</b></p> <ul style="list-style-type: none"> <li>Do the outlined activities clearly address how the project will achieve the identified requirements?</li> <li>Are the activities outlined feasible and attainable?</li> <li>Does the application demonstrate that it will achieve all expected project outcomes?</li> </ul>	<b>7</b>
<p><b>Activities to Achieve Continuum of Care Engagement Requirements</b></p> <ul style="list-style-type: none"> <li>Does the application demonstrate that the agency will be actively engaged and participate in CoC processes?</li> <li>Are the activities outlined feasible and attainable?</li> </ul>	<b>3</b>

## Project Budget

Question	Available Points
<b>Itemized Budget</b> <ul style="list-style-type: none"> <li>Is a detailed proposed project budget and budget description provided?</li> <li>Is the budget inclusive of the necessary items for project success?</li> <li>Does the budget identify any other potential resources that will be leveraged to support the project?</li> </ul>	<b>5</b>
<b>Total Budget</b> <ul style="list-style-type: none"> <li>What are the feasibility, reasonableness, and accuracy of the budget?</li> <li>Is the project cost effective?</li> </ul>	<b>15</b>

## Project Timeline

Question	Available Points
<b>Detailed Timeline of the Project</b> <ul style="list-style-type: none"> <li>Is a detailed timeline provided that illustrates the implementation plan for the project?</li> <li>Is the timeline for staffing the project and complying with the spending deadline feasible and realistic?</li> <li>Are key tasks and important milestones related to the project identified?</li> <li>Will the project be prepared to begin implementation immediately upon receipt of funds?</li> </ul>	<b>15</b>

## Project Need

Question	Available Points
<b>Explanation of the Need for the Project</b> <ul style="list-style-type: none"> <li>Does the applicant clearly describe why there is a need for this project?</li> <li>What added value does the project bring to the agency and their ability to provide homeless services?</li> </ul>	<b>10</b>