Homeless Emergency Aid Program & California Emergency Solutions and Housing Program Evaluation Criteria

Pasadena Continuum of Care

Threshold Requirements

General Threshold Requirements	Points
HMIS Implementation: Projects are required to participate in HMIS, unless the project is a victim-service agency, serving survivors of domestic violence or a legal services agency.	Pass/Fail
Coordinated Entry System: Projects are required to participate in Coordinated Entry when it is available for the project type.	Pass/Fail

Project Specific Threshold Requirements	Points
Emergency Shelter: ● 95% of all clients served are assessed through CES ● 15% of all exits are to permanent housing locations ● Average length of time homeless <420 days	Pass/Fail
Housing Locators: ● 2 landlord outreach or other marketing events hosted or attended annually ● 3 new units/month available to match for people experiencing homelessness	Pass/Fail
Direct Healthcare Services: ● 50% of all participants served report an improved health condition	Pass/Fail
Street Outreach: ● 50% of clients served exit to temporary or permanent housing ● 60% of clients served are assessed through CES	Pass/Fail
Rapid Rehousing: ● 98% of households have permanent housing at exit ● 95% of households maintain permanent housing for at least 6 months after exit ● 90% of households maintain permanent housing for at least 12 months after exit ● 85% of households maintain permanent housing for at least 24 months after exit ● 30% of households increase earned income ● 20% of households increase non-employment cash income ● 30% of households increase total income	Pass/Fail

Data Quality Threshold Requirements	Points
Personally Identifiable Information (PII): <5% error rate for PII	Pass/Fail
Universal Data Elements: <5% error rate for all Universal Data Elements	Pass/Fail
Income and Housing Data Quality: <5% error rate for all Income and Housing Data Quality	Pass/Fail
Chronic Homeless Status: <5% error rate for Chronic Homeless status questions	Pass/Fail
Entering Clients in HMIS: All clients are entered into HMIS within 10 days	Pass/Fail
Inactive Records: <5% inactive records for Street Outreach and Emergency Shelter	Pass/Fail

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

Note: Threshold requirements are derived from the U.S. Department of Housing and Urban Development (HUD). Federal funding allocated to the CoC is impacted by project performance in these areas.

Score Breakdown

Summary of Factors	Points Possible	Points Assigned
Threshold Requirements	Pass/Fail	
Agency Capacity	15	
Project Design	30	
Project Performance and Outcomes	20	
Project Budget	15	
Project Timeline	10	
Continuum of Care Needs	10	
Total Points	100	

Agency Capacity

Question	Available Points
Administrative Capacity • Does the applicant have experience in utilizing and/or leveraging other federal or state funding? • Does the applicant have the infrastructure in place to meet the funding reporting requirements and related tasks? • Does the applicant demonstrate sufficient capacity for project oversight and administration?	**10**
Collaboration • Does the applicant describe partnerships that are in place or will be formed that will support the work of this project? • What other services and mainstream resources does the organization provide, or make referrals to, that will complement the goals and outcomes of this project? • How are persons with lived experiences of homelessness involved in the operation of the proposed project?	**5**

Project Design

Question	Available Points
Project Capacity • Does the applicant have the expertise, staff and procedural structure needed to support the successful implementation of the project? • Does the applicant emphasize any prior experience or achievements related to the project? • Does the applicant demonstrate an understanding or working knowledge of homeless populations and the homeless system of care?	**10**
Project Description • Does the application provide a comprehensive explanation of what the project will look like and how it will operate? Is a target population specified? • Does the application demonstrate an understanding of the project requirements and an ability to address the needs of people experiencing homelessness? • Are best practices utilized and incorporated into the project? • Does the application identify potential opportunities for long-term sustainability once initial grant funds are expended, or identify how the project will end with the least negative impact? • Do the services provided support permanent housing stability and/or retention?	**15**
Number of Persons Served • How many homeless clients will be served as a result of this project? • Is the number of persons that will be served through this project realistic?	**5**

Project Outcomes

Question	Available Points
Activities to Achieve Project Outcomes ● Do the outlined activities clearly address how the project will achieve the identified outcomes? ● Does the applicant specify how it will track outcomes to ensure the outcomes will be met? ● Are the activities outlined feasible and attainable? ● Does the application demonstrate that it will achieve all expected project outcomes?	**10**
Activities to Achieve Data Quality Outcomes ● What data-based practices will be used to examine outcomes and track performance? ● Does the application demonstrate that it will achieve all expected data quality outcomes?	**5**
Activities to Achieve Continuum of Care Engagement Outcomes ● Does the application demonstrate that the agency will be actively engaged and participate in CoC processes? ● Are the activities outlined feasible and attainable?	**5**

Project Budget

Question	Available Points
Itemized Budget ● Is a detailed proposed project budget and budget description provided? ● Is the budget inclusive of the necessary items for project success? ● Does the budget identify any other potential resources that will be leveraged to support the project?	**5**
Total Budget ● What is the feasibility, reasonableness, and accuracy of the budget? ● Is the project cost effective?	**10**

Project Timeline

Question	Available Points
Detailed Timeline of the Project ● Is a detailed timeline provided that illustrates the implementation plan for the project? ● Is the timeline for staffing the project and complying with the spending deadline feasible and realistic? ● Are key tasks and important milestones related to the project identified? ● Will the project be prepared to begin implementation immediately upon receipt of funds?	**10**

Continuum of Care Needs

Question	Available Points
Explanation of how the Project Meets CoC Needs ● Are people and subpopulations with the highest needs prioritized? ● Does the project address unmet needs and service gaps in existing programs? ● Is there a clear demand for the project in the service area? ● How will this project improve and impact the homeless population and system of care at large? ● What added value does the project bring to the Continuum of Care?	**10**