

Emergency Solutions Grant (ESG) Evaluation Criteria

Pasadena Continuum of Care

Score Breakdown

Summary of Factors	Points Possible	Points Assigned
Threshold Requirements	Pass/Fail	
Administrative Capacity	20	
Agency Experience and Qualifications	15	
Program Design and Operations	30	
Performance Measures and Outcomes	15	
Budget and Match	20	
Total Points	100	

Proposer Name _____

Evaluator Name _____

Date _____

Threshold Requirements

General Threshold Requirements	Points
HMIS Implementation: Programs are required to participate in HMIS, unless the program is operated by a victim-service agency serving survivors of domestic violence or a legal services agency.	Pass/Fail
Coordinated Entry System: Programs are required to participate in Coordinated Entry when it is available for the program component.	Pass/Fail
Housing First: Applicant certifies they will comply with all criteria to meet Housing First best practices.	Pass/Fail

Program-Specific Threshold Requirements	Points
Emergency Shelter: <ul style="list-style-type: none"> 95% of all households served are assessed through CES 20% of all exits are to permanent housing locations 95% of households maintain housing for at least 12 months after exit 	Pass/Fail
Homelessness Prevention: <ul style="list-style-type: none"> 98% of households have permanent housing at exit 90% of households maintain permanent housing for at least 12 months after exit 30% of households increase total income 	Pass/Fail
Street Outreach: <ul style="list-style-type: none"> 50% of clients served exit to temporary or permanent housing 60% of clients served are assessed through CES 50% of households engaged are provided services or successfully attain a referral 	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
Exiting Clients in HMIS: All clients are exited in HMIS within 10 days of program exit	Pass/Fail

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

Compliance with ESG Standards	Points
Nondiscrimination and Equal Opportunity: Applicant will comply with the requirements set forth in 24 CFR 5.105(a).	Pass/Fail
Affirmative Outreach: Applicant will make known that the use of facilities, assistance and services are available to all on a non-discriminatory basis.	Pass/Fail
Faith Based Activities: Applicant will not engage in or support inherently religious activities as part of the ESG-funded programs or services.	Pass/Fail
Environmental Review: Applicant will comply with the requirements as set forth in 24 CFR part 50.	Pass/Fail
Active SAM Registration: Applicant certifies the organization has an active SAM registration and will ensure this registration is renewed annually.	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 program performance in these areas.

Administrative Capacity (20 points)

Question	Available Points	Points Assigned
Organizational Operations <ul style="list-style-type: none"> ● How well does the applicant describe the detailed procedures used to ensure operational effectiveness and quality control? ● Is a clear internal process outlined for managing basic organizational operations? ● What details does the proposer provide pertaining to financial accounting systems processes and operations? <ul style="list-style-type: none"> ○ What accountability measures for disbursed funds are in place? ○ What system is in place to meet matching requirements? 	8	
Experience with Utilizing Federal Funds <ul style="list-style-type: none"> ● Does the applicant demonstrate that it has the experience to effectively utilize federal funds and perform the activities proposed in the application? ● Does the applicant have a satisfactory process in place to track progress towards fulfilling program requirements and meeting deadlines? 	5	
Grant Management Procedures <ul style="list-style-type: none"> ● How well does the applicant describe overall internal grant management procedures? ● Does the response demonstrate that the applicant will be able to satisfactorily fulfill the following: <ul style="list-style-type: none"> ○ Adhere to the proposed budget and timeline ○ Fulfill financial and program performance requirements ○ Submit required reports on time ○ Resolve potential conflicts in a timely manner 	7	

Agency Experience and Qualifications (15 points)

Question	Available Points	Points Assigned
Agency Experience <ul style="list-style-type: none"> ● What prior experience does the applicant have related to administering this type of program, or other programs specific to homeless services? ● Does the applicant emphasize any prior achievements related to this type of program or similar programs? ● What experience and expertise does the agency have in the following areas: <ul style="list-style-type: none"> ○ Working with and addressing the unique housing and service needs of people experiencing homelessness; ○ Interfacing with the local Coordinated Entry System (CES) 	5	

<p>Agency Qualifications</p> <ul style="list-style-type: none"> • Will the staff person(s) have appropriate training and expertise to ensure the successful implementation and operation of the program? • What experience and expertise does the agency have with providing services in accordance with emerging and evidence-based best practices? 	4	
<p>Collaboration</p> <ul style="list-style-type: none"> • What types of collaborative activities will the proposed program be involved in? • What programs, services, and other mainstream resources will be available to participants? • Does the applicant adequately describe how participants will be assisted to access the resources available to them? 	3	
<p>Lived Experience Participation</p> <ul style="list-style-type: none"> • How does the organization currently involve or intend to involve at least one homeless or formerly homeless person(s) with the organization and the operation of the ESG program? • How are participant's lived experience of homelessness taken into consideration and incorporated in the program? 	3	

Program Design and Operations (30 points)

Question	Available Points	Points Assigned
<p>Target Population</p> <ul style="list-style-type: none"> • Will the program serve participants most in need of services? • Will the target population identified benefit from the proposed program? 	3	
<p>Program Description</p> <ul style="list-style-type: none"> • Does the applicant provide a comprehensive explanation of what the program will look like and how it will operate? • Does the applicant include a detailed description of the scope of services to be provided under the program? • What best practices are utilized and incorporated into the program? • Does the applicant demonstrate an understanding of the program requirements and an ability to address the needs of people experiencing/at-risk of homelessness? 	8	
<p>Program Need</p> <ul style="list-style-type: none"> • How well does the applicant demonstrate a local need for this specific program? • How will the proposed program meet the outstanding needs of the target population(s)? • Will the proposed program fill a gap in services within the CoC? 	5	

<p>Client Eligibility and Intake</p> <ul style="list-style-type: none"> Does the applicant describe their intake procedures in detail? How will the program determine participants meet HUD's definition of homelessness or at-risk of homelessness? Are there any eligibility criteria or requirements that a client must meet in order to access services? 	3	
<p>Program Policies and Procedures</p> <ul style="list-style-type: none"> How well does the applicant describe their procedures for each of the following processes: <ul style="list-style-type: none"> Assessing a participant's need for services Prioritizing participants for resources based on need Reassessing a participant's need for services How often is this done and does this make sense for the program being proposed? 	5	
<p>Timeline</p> <ul style="list-style-type: none"> Does the applicant include a detailed, well thought out timeline that clearly identifies all relevant key tasks/milestones? Is the number of households projected to be served reasonable given the terms of the program? Does the applicant include a detailed plan for evaluating progress towards key milestones? Is a representative identified to ensure that each task/activity is implemented and completed? 	6	

Performance Measures and Outcomes (15 points)

Question	Available Points	Points Assigned
<p>Description of Activities to Achieve Program Outcomes</p> <ul style="list-style-type: none"> Do the outlined activities clearly address how the program will achieve the identified outcomes? Does the applicant specify how it will track outcomes to ensure they will be met? Are the activities outlined feasible and attainable? Does the application demonstrate that it will achieve all expected program outcomes? 	7	
<p>Description of Activities to Achieve Data Quality Outcomes</p> <ul style="list-style-type: none"> 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? 	4	
<p>Description of Activities to Achieve Continuum of Care Engagement Outcomes</p> <ul style="list-style-type: none"> Does the application demonstrate that the agency will be actively engaged and participate in CoC activities? Are the activities outlined feasible and attainable? 	4	

Budget and Match (20 points)

Question	Available Points	Points Assigned
<p>Itemized Budget</p> <ul style="list-style-type: none"> ● Is a detailed program budget and budget description provided? ● Is the budget inclusive of the necessary items for the program's success? ● Is a clear description provided to support each line item? ● Does the budget identify any other potential resources that will be leveraged to support the program? 	5	
<p>Total Budget</p> <ul style="list-style-type: none"> ● Is the funding request appropriate to support the program? ● Does the budget accurately reflect the description and objectives of the program? ● What is the feasibility, reasonableness, accuracy and completeness of the budget? ● Is the program cost effective? 	9	
<p>Match</p> <ul style="list-style-type: none"> ● Is the applicant able to match all ESG funds requested 100%? ● Are all of the matching contributions identified eligible under federal ESG regulations? ● Is the applicant able to demonstrate that the match commitment will be available at the time of, and for the duration of, the program? ● Is an MOU provided for non-cash match that is being provided by a third-party? 	6	