



**Human Services Commission Evaluation Criteria for  
Review of Housing and Human Services Grant  
Program (HHSG) Applications for FY 2023/24**

**1. NEED**

- a. There is a need for this activity/service.
- b. The need has been clearly identified.
- c. The data/information supplied by the agency shows how this activity/service will address the need.
- d. The activity/service prevents or alleviates the identified problem.
- e. The project prioritizes the “core services” identified in the adopted “2011 Humans Services Needs Assessment” (dental care, primary health care, mental health, food/nutrition, housing activities).

**2. BENEFIT**

- a. The applicant demonstrates clearly the number of Pleasanton residents who will benefit from the activity/service in relation to the level of funding requested from the City of Pleasanton.
- b. The beneficiaries are an appropriate target group (lower income residents, handicapped, elderly, youth, etc.)
- c. The funding of this activity/service benefits low and very low income (rather than moderate income) residents. Greater consideration will be given to agencies which serve individuals from the lowest income categories.
- d. The activity/service benefits impacted neighborhoods.

**3. FUNDING**

- a. The request will provide lasting improvements and/or effects.
- b. The request will maintain an existing activity/service that is in jeopardy.

- c. The request will not supplant other funding already available but will enhance service.
- d. The requested funds achieve an impact on the need.
- e. The requested amount is commensurate with the expected accomplishment.
  - i. The cost per beneficiary is reasonable.
  - ii. The activity is cost-effective.
- f. The effectiveness of the activity/service can be measured using well-defined performance measures that are clearly stated in the application.
- g. Alternative Funding Sources
  - i. The agency has been successful in obtaining supplemental on-going funding from other sources.
  - ii. When appropriate, the agency charges a fee and/or produces other income that may be used to support this activity/service.
  - iii. The agency contributes to this activity/service.
  - iv. There is evidence that the agency is receiving private and/or community financial support.
- h. Necessity of City Funding
  - i. City funds are critical to carrying out this activity/service.
  - ii. This activity/service is appropriate for City funding.
  - iii. The activity/service reduces demands on other City resources.
  - iv. There are no alternative funding sources.
  - v. There are no alternatives available that are less expensive.

#### **4. ADDITIONAL CRITERIA**

- a. Organization
  - i. The agency has an established track record of good performance.
  - ii. The agency is accountable for its programs.
  - iii. The agency's goals for this activity/service are realistic and achievable.
  - iv. The agency's overall guiding philosophy is consistent with this activity/service.
  - v. The agency collaborates with other non-profits and has a broad base of community support.

- vi. The agency's staffing is qualified and adequate to provide this activity/service in a timely manner.
  - vii. The application is complete (in accordance with the application checklist provided)
- b. Consistency with City Housing and Community Development Policies
  - i. HUD [Alameda County HOME Consortium] Consolidated Plan.
  - ii. General Plan Housing Element.
  - iii. Tri-Valley Human Services Needs Assessment (2011), Strategic Plan (2014-2016), and Strategic Plan Update (2018-2022).
- c. Human Services Commission Priorities
  - i. The project takes into consideration transportation (e.g., incorporates or anticipates how clients will access the proposed programs or activities).
  - ii. The project is innovative and demonstrates service coordination and collaboration.
  - iii. The agency has registered with Alameda County 2-1-1, CityServe of the Tri-Valley and Ptownlife.org.