



**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.