

2023 Monterey & San Benito Counties HHAP Application Scoring Tool

APPLICANT/PROJECT NAME: _____ / _____ REVIEWER NAME: _____

PROJECT NARRATIVE (RENTAL ASSISTANCE AND SUBSIDIES)

Category	Criteria	Possible Points	Score	Comments/Notes
a) Project Overview and Population	Description of Rental Assistance or Subsidies project, target population, and time limits on services (if any), structure of financial assistance, minimum/maximum financial assistance levels, protocols to ensure financial assistance is properly distributed and documented, if supportive or case management services be offered, for HHAP funded projects - # of unduplicated people will be served each year, location of project, current participation in the local Coordinated Entry System.	20		
b) Program Design Description	<p>Commitment to Housing First and Low-Barrier Criteria for participants (clean and sober, currently employed, visible source of income?), reasons for program denial, implementation of Housing First program, how policies foster a “screen-in” as opposed to screen-out approach, program guidelines/rules participants must follow, referral services for ineligible people, how to engage with people who may not want services, referral/other services for non-eligible people, steps for to prevent exit to homelessness?</p> <p>Staffing Structure Staffing model for proposed project, description of services provided through HHAP funded staff positions, projected ratio of direct-service staff to participants - HHAP funded project activities only, coordination of services for participants with other service providers, how proposed services are permanent housing focused.</p>	30		
c) Budget	In addition to budget worksheets and bids/quotes/proof of cost for physical equipment, software, hardware, land, buildings, etc., include if agency has federally approved indirect percentage, identification of person(s) responsible for financial management. Include in the Budget Narrative: how funds will be used, staff	15		

	positions, timeline for expenditures of the funds, other resources and amounts in addition to HHAP Funds, how funds connect to HHAP funding purpose, methods for determining budget costs.			
d) Goals and Outcomes	Desired goals and outcomes, estimation of ramp up period if approved for HHAP funding, state and local homelessness goals/priorities, total number of unduplicated participants, anticipated number of units of service attached to each unduplicated program participant, plan for monitoring and reporting on a quarterly basis, plan to assess customer or user satisfaction with your services, plan to use assess and/or make any changes to the services being delivered, changes, if any, in operations needed to provide the services and plan to measure whether the changes occur.	25		
e) Past performance and data collection	Experience in successfully conducting this type of service, receipt of any local/state/federal monitoring findings that required a corrective action plan within the past five years (if so, complete copy of the monitoring findings and the corrective action plan should be included), current participation in HMIS, how HHAP funded goals will be measured.	10		
f) Additional Attachments				
TOTAL SCORE				

