

This rubric is used by reviewers of Homekey applications to score the Community Engagement component of the application.



Start here

In order to meet the needs of future residents, HCD expects Homekey awardees to actively engage people with lived expertise in accessing and providing homeless services and housing. Insights gained from these engagements should be included in the planning, design, implementation, and evaluation of the project. Effective community engagement will solicit the experience of people currently experiencing homelessness, people with lived experience of homelessness, and frontline service workers to identify barriers and co-design solutions.

- ✓ Detail how Community Based Organizations (CBOs), members of the target population, and frontline staff have been meaningfully involved in the visioning and development of this project.
- ✓ Explain in which stage(s) of the process members of the target population and CBOs have been and will be engaged and the impact of this engagement on the design of the project.
- ✓ Explain efforts made to involve people currently experiencing homelessness and people with lived experience of homelessness, including how meetings were advertised and made accessible.



Example Score

- ★ Engagement of CBOs and Target Population (4 points possible):
 - 4 points – CBOs and/or members of the target population played a major role in the design and development of the program and continue to provide iterative feedback; applicant provides evidence that this input was incorporated into program design and development.
 - 3 points – CBOs and members of the target population were consulted; applicant provides evidence that feedback was incorporated into program design and development.
 - 2 points – CBOs and members of the target population were consulted; applicant provides no evidence of incorporating feedback into project design and development.
 - 1 point – Community Based Organizations (CBOs) and members of the target population were informed of but not involved in project design and development.

- ★ Future Engagement (2 points possible):
 - 2 points – Applicant provides a specific and time-bound plan for future engagement with CBOs and project residents.
 - 1 point – Applicant provides a plan for future engagement that is not detailed and

- ★ Accessibility of Community Engagement Events (2 points possible):
 - 2 points – Applicant provides evidence that engagements were safe, accessible in multiple languages (if relevant), held in a location convenient to the target population, provides evidence of addressing relevant additional barriers (child-care, transportation, etc.)
 - 1 point – Applicant provides evidence that engagement strategies were safe,

- ★ Exceptional Effort (2 points possible):
 - 2 points - Applicant provides evidence of research into and use of best-practices in engaging target population; provides evidence of measurable improvement on prior community engagement by the applicant.
 - 1 point – Applicant provides evidence of research into and use of best-practices on



Guiding questions

- ☐ Were members of the target community or CBOs involved in development and selection of Project components included in application?
- ☐ Did Applicant make efforts to inform stakeholders about Project development process in order to solicit their input?
- ☐ Did Applicant demonstrate that opportunities for resident involvement were marketed and made accessible to multiple constituencies, especially low-income, disadvantaged, and otherwise vulnerable groups? If special consideration was given to targeting, attracting, or centering the involvement of the area's most vulnerable populations, please make note of this.
- ☐ Does Applicant detail a clear process for identifying needs of residents and key stakeholders from Project area?
- ☐ Does Project demonstrate the incorporation of community input and identified needs?
- ☐ Are a broad spectrum of community needs addressed, beyond basic housing?
- ☐ If applicable, how did the Applicant adapt their engagement strategies to account for COVID-19 related limitations to safe methods of engagement?