



# EVALUATION WORKING GROUP GOVERNANCE

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## **Purpose**

The Evaluation Working Group (EWG) is a working group of the Southern Nevada Homelessness Continuum of Care (SNH CoC) Board and is charged with determining funding priorities, overseeing the collaborative application process, and leading efforts as it relates to requests for proposals (RFPs) and evaluations associated with homeless efforts and Emergency Solutions Grant (ESG) coordination, as well as providing regular updates to the SNH CoC.

Activities of the EWG include:

1. Evaluation of the local application process and recommendations for process improvement, including the review and preparation of the local application prior to release of the CoC NOFA
2. Evaluation of the review tool for scoring and ranking local applications
3. Review of the local applications for CoC funding, including scoring and ranking of all applications
4. Presentation of funding recommendations to the SNH CoC Board for approval prior to submission of consolidation application to HUD
5. Receive updates on jurisdictional ESG funding and activities
6. Provide a monthly report to the SNH CoC Board regarding the accomplishments and activities of the group

## **Membership**

The EWG membership will consist of jurisdictional and community stakeholders representing those who experience homelessness and related systems as it relates to evaluation of homeless efforts.

## **Meetings**

The EWG meets on the 3<sup>rd</sup> Monday of each month from 8:30 - 10:30 a.m. at Clark County Social Service, 1600 Pinto Lane, Las Vegas, NV 89106. Members of the working group may also participate in the meeting via phone. Quarterly meetings with the Evaluation Working Group, the Data and Systems Improvement Working Group, and the Monitoring Working Group will be scheduled to further collaboration of these working groups.

## **Leadership**

The SNH CoC Board designates a “champion” for each of the working groups. The current champion for the EWG is Stacy DiNicola [Stacy.DiNicola@cityofhenderson.com](mailto:Stacy.DiNicola@cityofhenderson.com).

## **Decision Making**

Decisions will be based on a consensus of those in attendance. In the event consensus cannot be reached, any member of the group can call for a formal vote. Regardless of the number of members from the same Agency, each Agency in attendance will receive one (1) vote. If



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there is more than one representative present for any Agency, those members will confer and are entitled to one vote.

A high-level overview of discussions and decisions that impact services to individuals experiencing homelessness can be found in the EWG monthly report presented to the SNH CoC Board.

All fiscal and policy matters will be forwarded to the SNH CoC Board with recommendation from the Evaluation Working Group.

## **Scoring & Ranking Team (SRT)**

To ensure fairness in the scoring and ranking process, the EWG has adopted the following process to recruit knowledgeable and neutral members for the Scoring and Ranking Team and will focus recruitment on CoC members, Board members and community partners representing organizations/agencies that are not applicants for CoC funds. Developing and sustaining a broad pool of potential Scoring and Ranking Team members is an important part of the recruitment process, so the EWG should seek strategies for ensuring a sufficient number of CoC members who are interested in homelessness issues, but do not apply for funding. For example, municipalities that have community engagement committee representatives who are a good fit for the Scoring and Ranking Team might ask those individuals to apply to join the CoC through the CoC member application process, which is outlined in the CoC Governance Structure found at: <http://helphopehome.org/southern-nevada-homelessness-continuum-of-care-governance-structure-snh-coc/>.

From members of the CoC, the EWG will recruit a Scoring and Ranking Team of up to 15 individuals. Up to 12 of the members will serve as the main Scoring and Ranking Team, and a remaining 3 members will be asked to serve as an Appeals Committee and will not participate in the initial scoring and ranking process but will be active only in the event of appeals. (See details about Appeals Committee under section titled Appeals to Ranking Decisions.) Using the criteria below, the EWG will recruit individuals who are:

- Knowledgeable about homelessness and housing in the community and who are broadly representative of the relevant sectors, subpopulations, and geographic areas;
- Willing to review applications with the best interest of persons experiencing homelessness in mind;
- Not staff or board members of agencies that are applying for funding in the current grant cycle;
- Committed to neutrality— meaning members shall report actual or perceived conflicts of interest and that no member shall vote upon or discuss any matter which shall have a direct financial bearing on the organization(s) the member represents;



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- Familiar with current housing and homeless needs within the SNH CoC;
- Willing to sign a commitment to complete the following activities, which typically take place during the summer for a period of approximately three months: attending a training on application review and the Scoring and Ranking process; reviewing 30-40 applications; attending presentations by applicants (if applicable); participating in scoring and ranking discussions and process.

Prior to the annual scoring and ranking process, the EWG, Collaborative Applicant or third-party facilitator will provide a training overview to the Scoring and Ranking Team regarding the team's role, scoring tools, and resources for the ranking process. EWG Scoring and Ranking Team members will sign a Conflict of Interest and Confidentiality Agreement prior to reviewing, ranking and scoring applications.

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