



## Office of Homeless Services

Homeless Housing, Assistance and Prevention Round 3 (HHAP-3)  
Request for Applications No. OHS-23-01

# Regional Steering Committee Evaluator Intro Meeting

Following the application close date...

The OHS Facilitator's role is to manage the integrity of the evaluation process. The OHS Facilitator is not a voting member.

## INDIVIDUAL EVALUATIONS

- Regional evaluation panels are established and comprised of members of each Regional Steering Committee. These panel members will review all regional specific Applications and participate in the evaluation process.
- Immediately following this meeting, Evaluators will begin independently reviewing and scoring the Applications. They will be given a link to all necessary documents, including the regional applications.
- Individual evaluations must be completed one week prior to your regional steering committee meeting, and prior to the region-by-region evaluator discussion meeting.

- The OHS Facilitator will host a region-by-region evaluator discussion meeting so that Evaluators within that region can discuss their individual scores. They can ask and resolve questions; however, this is **not** for the evaluators to agree upon scoring. At the end of this discussion, each evaluator will be given an option to revise their scores.
- Evaluators **MUST** make **INDEPENDENT** determinations for scores, including review and understanding of any additional information obtained within the group discussion. If a score is revised, the Evaluator will strike out the original score, document the new score, and provide comments to support the revision.
- If clarifying information is needed at any point, the Facilitator will contact Applicant(s) to obtain the necessary information. The Facilitator will then provide the information to the evaluation panel electronically or verbally, as appropriate.
- Once ratings are finalized and documented, the Facilitator will collect all individual evaluation worksheets to compile final regional scores in anticipation for recommendation and presentation to ICH.
- (See pg. 24 of RFA)

# HHAP – Round 3 Regional Applications Received

## East Valley

- 1 Morongo Basin Arch

## West Valley

- 1 City of Montclair
- 2 Water of Life Community Church - CityLink
- 3 City of Ontario
- 4 Impact Southern California
- 5 Inland Empire Rebound
- 6 City of Rancho Cucamonga

## Central Valley

- 1 City of Colton
- 2 City of San Bernardino
- 3 Family Service Association of Redlands
- 4 Hope Homes
- 5 Operation Grace
- 6 Water of Life Community Church - CityLink
- 7 City of Redlands
- 8 ADAP House of Hope
- 9 Community Action Partnership of San Bernardino
- 10 Inland Empire Rebound
- 11 Inspire Together

## Desert

- 1 Growing Outreach Opportunities
- 2 Victor Valley Family Resource Center

## Mountain

- 1 Mountain Homeless Coalition

## Youth

- 1 Family Assistance Program

# Evaluators – Confidentiality and Conflicts of Interest Received

## Central Valley Evaluators

	Received	Youth
Dr. Rene Keres	X	
Perry Brents	X	
Desiree Jackson	X	
Jeffrey Little	X	
Mike Jones	X	

## West Valley Evaluators

	Received	Youth
Kameron Grosvenor	X	
Andre Bossieux	X	
Leif Ozier	X	

## Mountain Evaluators

	Received	Youth
Shonda Szabo	X	
Susan O'Strander	X	

## East Valley Evaluators

	Received	Youth
James Schooler	X	
Meghan Cosgriff	X	
Shelley Licata	X	

## Desert Evaluators

	Received	Youth
Dawn Quigg	X	
William Lamas	X	
Israel Riley	X	

- Signed forms MUST be completed prior to evaluating. Those without a completed form CANNOT have their score counted.
- Will need one evaluator per region to score the Homeless Youth applications.

Immediately following this meeting, a link will be provided that includes the following:

- RFA 23-01 Homeless Housing, Assistance and Prevention Program Round 3
- HHAP-3 RFA Evaluation Instructions
- Scoring Guidelines
- Scoring Rubric
- RFP Evaluator Statement of Conflict of Interest and Confidentiality
- Regional/Youth Project Applications

This will be submitted to non-conflicted evaluators who have completed the Confidentiality/Conflict of Interest Forms and clearly identify which region the documents represent, including the Evaluation of Homeless Youth Applications.

It is the responsibility of the Chairs/Co-Chairs to forward any collected Confidentiality/Conflict of Interest Forms to Stephanie Navarro at [Stephanie.Navarro@hss.subcounty.gov](mailto:Stephanie.Navarro@hss.subcounty.gov) and ensure that one person from their region is available to evaluate any Homeless Youth application(s).

- Evaluators are instructed not to discuss any part of the Applications outside of the committee.
- Any clarification questions must be directed to Stephanie Navarro at (909) 501-0642 or [Stephanie.Navarro@hss.sbcounty.gov](mailto:Stephanie.Navarro@hss.sbcounty.gov)

## Evaluation Process

- Each Evaluator will independently evaluate each Application in relation to the Evaluation Criteria and their professional expertise. Each application shall be rated solely on the information contained within each Application - do NOT assume something that is not contained in the Application.
- Evaluators need to write comments to justify the overall score for each category.
- OHS Facilitator will proctor a region-by-region evaluator's discussion. Individual Scoring Rubrics MUST be completed before this meeting. This meeting is a post evaluation review that allows for evaluators to openly discuss how and why they scored the applicant as they did. It will also allow for any final changes and/or comments, on their evaluation sheets.
- OHS Facilitator will collect individual Scoring Rubrics and calculate final scores.
- By the end of this meeting, Regions should be ready to make their final decision for Regional Steering Committee recommendation and adoption.

## Timelines for Evaluations and Meetings

May 23, 2023 – June 1, 2023:

- Individual Evaluations completed by RSC evaluators
- Region-by-Region Evaluation Discussions are to be determined. They will need to take place prior to each Regional Steering Committee meeting:
  - East Valley: Thursday, June 1, from 10-11:30 a.m.
  - Desert: Tuesday, June 6, from 2-3:30 p.m.
  - Youth Advisory Board: Wednesday, June 7, from 5-7:30 p.m.
  - Central Valley: Wednesday, June 7, from 1-3 p.m.
  - Mountain: Monday, June 12, from 1:30-3 p.m.
  - West Valley: Wednesday, June 14, from 9-11 a.m.