



Background: The Orange County Partnership to End Homelessness (OCPEH) is a coalition of service providers, local governments, and community members who coordinate funding and bring best practices to the work of ending homelessness in Orange County. We are recruiting for interested community members to serve on our Project Review Committee, which helps decide how funding to address homelessness is allocated within the county.

### **What does the Project Review Committee (PRC) do?**

The Project Review Committee is responsible for:

- 1) Monitoring projects that receive funding for homeless services in Orange County
- 2) Establishing funding competition rating and ranking tools
- 3) Formulating project priority recommendations for consideration by the OCPEH Leadership Team

### **What are the expectations?**

PRC members are expected to review orientation materials and/or meet with OCPEH designated staff for an orientation prior to the start of the annual funding competition. The PRC meets no less than four times per year to carry out the above responsibilities. Meetings are typically 90 minutes.

Outside of meetings, members review eligible organizations' (non-profits and local governments) funding applications during the annual funding competitions. This review and scoring can take approximately one hour per application (totaling about six-eight hours for the Continuum of Care competition and 2-3 hours for the Emergency Solutions Grant competition) and typically takes place over a two-week period in August. Members are asked to serve two-year terms.

### **What does application review look like?**

Community organizations and units of local government submit a total of 5-6 applications per cycle. Each application contains approximately 120-150 pages with organization documentation like financial management and governance, project documentation like proposed project description, project performance data and locally prioritized elements.

### **How are the applications materials used to make funding recommendations?**

OCPEH staff score some elements of the application, and PRC members score the remaining elements. Those scores are considered in conjunction with community priorities and project performances to make the project priority list. This ranked list of projects is considered by the OCPEH Leadership Team and submitted to HUD for final review and approval.

### **What support or compensation is provided?**

Members with lived experience of homelessness are eligible for compensation in accordance with the OCPEH Governance Charter. OCPEH staff will distribute an invoice form no less than quarterly to document time spent conducting eligible system planning, monitoring, and evaluating efforts. OCPEH staff will offer PRC orientation at the start of a member's term of service as well as provide follow-up support as requested.

### **I'm interested! How do I apply?**

To learn more, including speaking with a current PRC member, please visit [www.ocpehnc.com/](http://www.ocpehnc.com/) or contact [rwaltz@orangecountync.gov](mailto:rwaltz@orangecountync.gov) to be connected with a current PRC member.