

RANKING COMMITTEE

COMPOSITION & STRUCTURE

Approved June 22, 2020

GOVERNANCE

The Ranking Committee (RC), a committee of the Continuum of Care (CoC), is responsible for developing fair and transparent processes and recommending the ranking for projects eligible for funding under the CoC Program and under the Emergency Solutions Grant Program.

ROLES & RESPONSIBILITIES

In order to ensure that the Charlotte-Mecklenburg CoC maintains transparent processes when ranking projects, the RC responsibilities shall include:

- Developing transparent processes, timelines and tools for ranking projects eligible for funding under the CoC Program and under the Emergency Solutions Grant Program.
- Recommend rankings to the CoC Governing Board for a formal vote.

RANKING COMMITTEE COMPOSITION

The RC will consist of no more than 7 members, and no fewer than 5, all of whom will have one vote. RC composition is categorized into two sections: Ex-officio and elected. Elected positions include population-specific, homeless service areas and other entities. All roles/areas within the two categories should be represented by the full RC composition to the extent feasible. It is possible for one RC member to cover multiple sections as well as different roles/areas. All members should have knowledge of grant application processes.

- Minimum of 1 CoC Board member
- 6 other members of the CoC, none of whose organizations receive CoC or ESG funding or are applying for such funding (can include other CoC Board members)
- At least 1 member should be a person with lived experience of homelessness
- The membership should be demographically diverse.

All RC members must also be member organizations or individuals of the CoC. The RC is committed to a diverse and inclusive oversight committee composition in terms of race, gender, sexual orientation, immigration status, and other factors.

The Ranking Committee of the CoC will be charged with monitoring the RC and undertaking efforts to recruit a diverse membership.

EX-OFFICIO

- **CoC Governing Board designee:**

The CoC Governing Charter outlines that each committee must have at least 1 CoC Board member.

ELECTED SEATS

In order to ensure that the CoC membership, Governing Board and Committees are diverse and inclusive, multiple populations and specialties must be represented on the committee. The RC should make every effort to have representation from each area outlined below by at least one RC member. It is possible that one committee member may represent more than one area.

- **Organizations or government entities that provide funding to address homelessness and/or housing**
To have the perspective of other funders in the community and to align community Funding priorities
- **Person with Lived Experience**
It is important to incorporate the experience of people who are currently or formerly homeless in the work of committees. The newly adopted CoC Governing Charter outlines that each committee should include at least 1 seat for a person with lived experience in homelessness.
- **Providers that serve the following populations:**
- **Victim Services Provider**
HUD defines a victim service provider to mean a private nonprofit organization whose primary mission is to provide direct services to victims of domestic violence. This term includes permanent housing providers—including rapid re-housing, domestic violence programs (shelters and non-residential), domestic violence transitional housing programs, dual domestic violence and sexual assault programs, and related advocacy and supportive services programs (HUD).
- **Single Adults**
An individual who is 18 years of age or older not currently part of a household.
- **Unaccompanied Children and Youth**
An unaccompanied child is a single individual younger than 18 that is not part of a household. An unaccompanied youth is a single individual between 18 and 25 that is not part of a household.
- **Families**
A household unit with at least one adult who is 18 years of age or older and at least one child who is younger than 18.
- **Chronic Homelessness**

A “chronically homeless” individual is defined to mean a homeless individual with a disability who lives either in a place not meant for human habitation, a safe haven, or in an emergency shelter, or in an institutional care facility if the individual has been living in the facility for fewer than 90 days and had been living in a place not meant for human habitation, a safe haven, or in an emergency shelter immediately before entering the institutional care facility. In order to meet the “chronically homeless” definition, the individual also must have been living as described above continuously for at least 12 months, or on at least four separate occasions in the last 3 years, where the combined occasions total a length of time of at least 12 months. Chronically homeless families are families with adult heads of household who meet the definition of a chronically homeless individual. If there is no adult in the family, the family would still be considered chronically homeless if a minor head of household meets all the criteria of a chronically homeless individual.

- **LGBTQIA**

To ensure the needs of the Lesbian, Gay, Bisexual, Transgender, Queer or Questioning, Intersex and Asexual population are heard across the CoC.

- **Veterans**

Anyone who has ever been on active duty in the armed forces of the United States, regardless of discharge status or length of service. Army, Navy, Air Force, Marine Corps, and Coast Guard: active duty begins when a military member reports to a duty station after completion of training. Reserves and National Guard: active duty is any time spent activated or deployed, either in the United States or abroad; or anyone who was disabled in the line of duty during a period of active duty training; or anyone who was disabled from an injury incurred in the line of duty or from acute myocardial infarction, a cardiac arrest, or a cerebrovascular accident during a period of inactive duty training.

- **Prevention**

A housing category targeting households facing housing instability who have not yet lost their housing. Prevention includes community-wide interventions aimed at changing systems and structures that perpetuate housing instability; cross-sector collaboration and coordination to reduce the prevalence of homelessness; and targeted interventions including financial and legal assistance to help households maintain their housing.

- **Diversions**

A housing category targeting households who are homeless and seeking emergency shelter. Diversions help households resolve their immediate housing crisis by accessing alternatives to entering emergency shelter or the experience of unsheltered homelessness. Diversion assistance includes problem-solving to identify an immediate, alternate housing arrangement or financial assistance such as a bus pass to stay with a family member.

- **Street Outreach**

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care (HUD).

- **Emergency Shelter**

A facility with the primary purpose of providing temporary shelter for people experiencing homelessness. It includes shelters that are open seasonally and year-round. This housing type is including the Continuum of Care (CoC)'s Housing Inventory Count and reported as part of the annual Point-in-Time (PIT) Count to the U.S. Department of Housing & Urban Development (HUD).

- **Transitional Housing**

Temporary housing usually coupled with supportive services to facilitate the movement of homeless individuals and families to permanent housing within a reasonable amount of time (usually 24 months). This housing type is including the Continuum of Care (CoC)'s Housing Inventory Count and reported as part of the annual Point-in-Time (PIT) Count to the U.S. Department of Housing & Urban Development (HUD).

- **Residential / Institutional Care**

Other non-emergency, temporary housing types including institutional and residential settings such as jails, hospitals or mental health and/or substance use treatment programs for people experiencing homelessness.

- **Permanent Housing**

Includes Rapid Re-housing (RRH), Permanent Supportive Housing (PSH) and Other Permanent Housing (OPH)

RRH is a short-term rental subsidy (up to 24 months) designed to help households quickly exit homelessness, return to housing in the community, and not become homeless again. RRH typically combines financial assistance and supportive services to help households access and stabilize in housing. PSH is a long-term rental subsidy designed to provide housing and supportive services to assist homeless households with a disability or families with an adult or child member with a disability to achieve housing stability. OPH is a medium-term rental subsidy (1 – 3 years) designed to help households quickly exit homelessness, return to housing in the community, and not become homeless again. While OPH is longer than Rapid Re-housing, it also typically combines financial assistance and supportive services to help households access and stabilize in housing. In Charlotte-Mecklenburg, OPH exists through an arrangement between the Charlotte Housing Authority (CHA) and several local housing programs. CHA provides a number of time-limited Housing Choice Vouchers to each program in order to administer, according to CHA guidelines.

Table

The table below outlines the full RC representation, including Ex-Officio and Elected positions.

Ex-Officio	CoC Governing Board Designee
Elected: Population-& Service Specific	Organizations or government entities that provide funding to address homelessness and/or housing
	Victim Services Provider
	Single Adults
	Lived Experience Designee
	Unaccompanied Children & Youth
	Families
	Chronic Homelessness
	Prevention
	Diversion
	Street Outreach
	Emergency Shelter
	Transitional Housing
	Residential / Institutional Care
	Permanent Housing

OFFICERS

The RC will have three officers selected by majority vote of the members of the RC for one-year terms. Any member of the committee may serve as an officer. Committee officers may serve up to four consecutive terms. The term for RC Officers will run from July to June. The process for RC Officer Selection will take place each June. Interim terms of less than 12 months may occur to temporarily fill a vacant RC Officer position prior to the end of the regular term.

- **CHAIR**
The Chair will preside at meetings of the RC, develop meeting agendas in conjunction with the other RC members and the Collaborative Applicant staff, publicly speak on behalf of the RC, ensure that RC member representation covers all categories; and serve as the point-of-contact for the committee.
- **VICE-CHAIR**
The Vice-Chair will fulfill the functions of the Chair when the Chair is unavailable.
- **SECRETARY**
The Secretary will take minutes and attendance at all RC meetings. The Secretary is also responsible for distributing copies of the minutes to RC members. [post to website]

EXPECTATIONS OF RC MEMBERS & RC MEETINGS

It is expected that RC members participate fully in all aspects of the RC, attend at least 75% of the RC meetings. Meeting attendance will be reviewed quarterly. The meeting schedule will be determined by the RC Chair, in consultation with RC members. All meetings are open to the public. Approved copies of committee meeting minutes will be posted on the CoC website.

VOTING PROCEDURES

For the purpose of conducting business, a quorum of the RC will be half of the voting members and no less than 3. RC related decisions require a simple majority of the RC.

TERM LENGTH & LIMITS

Terms will be staggered, creating 1- and 2-year limits for each member of the RC, with the ability to renew for two additional 1-year extensions (maximum of 4 years, unless there are extenuating circumstances for a member who is filling an unexpired term). Terms will run from April-March. The first Ranking Committee will have an extended term of July 1, 2020-March 31, 2022 so as not to be changing membership during periods of time where the committee will need to be reviewing funding applications. There are no term limits for individuals serving in an Ex-Officio capacity on the RC. Term extensions must be requested by the individual elected member and approved by the Committee. If a RC member leaves before the end of the term, the replacement will be filled in the manner it was originally filled; and will serve to the end of that term, and then must be reappointed or reelected.

TERMINATION & RESIGNATION

RC members may be dismissed by the RC for violations of the Conflict of Interest Policy or for other violations of the CoC policies and procedures, including but not limited to:

- Missing more than 25% of the RC meetings
- Fraud
- Failure to maintain confidentiality

Removal of a RC member requires a majority of the RC voting members present at a RC meeting, but in no event shall such a vote occur if there are fewer than 3 members present. If a RC member wishes to resign, the RC member shall submit a letter of resignation to the RC Chair.

CONFLICT OF INTEREST

Members of the Ranking Committee are precluded from participating in their official capacity in discussions and/or decision making regarding funding of programs or monitoring of programs for which they are employed, serve as a board member or volunteer, or have a financial interest. In addition, the potential for conflict of interest is reviewed.

For purposes of assessing potential conflict of interest, RC members are asked to disclose information on themselves, their spouse, and other family members. Family members include: children, parents, grandparents/grandchildren, uncles/aunts, siblings, in-laws, significant other, or other members of the immediate household.

If at any point an [client/consumer] individual/household/provider wishes to address a complaint or grievance with a provider or agency with representation on the RC, that member must recuse themselves from participating in those proceedings or voting on the outcome of that issue. In addition, RC members must abide by all other CoC policies.

PROCESS FOR RC MEMBER SELECTION

Ex-officio members of the RC will be designated by their organizations. All other elected RC members will be voted on by the CoC Governing Board, at least one month prior to the start of a new term, which runs from April 1-March 31, the RC Chair will solicit nominations for open seats from the [community via website posting, agency distribution and CoC email list.] The open seats will specify which roles/areas need to be covered, using the [RC Application Form](#). Nominations will be collected and reviewed by the CoC Membership / Nominating Committee with input from the RC. The first Ranking Committee will have an extended term of July 1, 2020-March 31, 2022 so as not to be changing membership during periods of time where the committee will need to be reviewing funding applications.