

**RANKING COMMITTEE**  
**APPLICATION FORM INFORMATION**  
*(application begins on p. 4)*

**RANKING COMMITTEE 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.

**RANKING COMMITTEE 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.

**RANKING COMMITTEE ELECTED ROLES**

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
- Person with Lived Experience
- Victim Services Provider
- Single Adults
- Unaccompanied Children and Youth
- Families
- Chronic Homelessness
- LGBTQIA
- Veterans
- Prevention
- Diversion
- Street Outreach
- Emergency Shelter
- Transitional Housing
- Residential / Institutional Care
- Permanent Housing

### **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.

### **ELECTED ROLES 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. 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.

### **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.

## RANKING COMMITTEE APPLICATION FORM

The purpose of this form is to collect information for interested applicants to serve in an open, elected seat on the Ranking Committee. Elected seats represent either a population-, service or other-specific area within the Continuum of Care. Information about the Ranking Committee, including governance, composition, roles and responsibilities and term lengths are also provided.

**NAME:** \_\_\_\_\_ **CONTACT #:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_

**TYPE OF COC MEMBERSHIP:**  **ORGANIZATION:** \_\_\_\_\_  **INDIVIDUAL**

### RANKING COMMITTEE POPULATION OR SERVICE AREA

Eligible candidates must be able to demonstrate they can adequately represent the vacant population-, service or other-specific area identified below. **Please check all that apply to you.**

**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 or an individual from an agency that provides services to Veterans.

**Permanent Housing Provider:** To include Rapid Rehousing, Permanent Supportive Housing and/or Other Permanent Housing

**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 included in 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

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

## APPLICATION QUESTIONS

Eligible candidates must submit written responses to the questions below.

- 1) **What experience do you have evaluating grants or programs? What is your comfort level with using Excel tools and/or scoring rubrics to evaluate grant applications?**

- 2) **Does your organization intend to apply for funds either through the Continuum of Care Program or NC DHHS Emergency Solutions Grant Program?**  YES  NO

*Please note that if you mark yes, you are not eligible to apply for a seat on the Ranking Committee.*

- 3) **In what ways will you contribute to the diversity of this committee?**

## COMMITMENT & SIGNATURE

Ranking Committee members must also be an organization or individual member of the Continuum of Care (CoC) and are required to attend 75% of meetings, as scheduled based on the work of the committee, which will vary throughout the year depending on grant application timelines. Members must fully participate and engage in all aspects of the committee; and complete external committee work as required. In addition, it is important that committee members are committed to the ensuring a diverse and inclusive CoC membership, Governing Board and CoC Committees and Workgroups. Effective committee members possess good communication and problem-solving skills; are flexible and open to change; and can balance the need for systemic solutions with consistent and fair policies and procedures. By signing below, you indicate you are a member of the CoC, aware of the commitment and qualities required, agree to serve as a fully participating and engaged committee member and will follow the conflict of interest policy of this committee.

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Signature

Date

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Print Name