

**CHARLOTTE-MECKLENBURG
CONTINUUM OF CARE
RANKING COMMITTEE
APPLICATION FORM INFORMATION**

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 (ESG) Program.

RANKING COMMITTEE ROLES & RESPONSIBILITIES

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.

RANKING COMMITTEE ELECTED ROLES

To ensure that the CoC membership, Governing Board and Committees are diverse and inclusive, multiple populations and specialties must be represented on the committee.

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. 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

Elected members will serve 1 term, which will be for one funding cycle (likely April through November, but it is dependent upon HUD's funding timelines). Members will be able to apply for 1 additional term. If a RC member leaves before the end of the term, the replacement will be filled in the manner it was originally filled.

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 Membership/Nominating Committee (MNC), at least one month prior to the start of a new term, which runs from April 1-November 30 each year or aligning with HUD funding cycle timelines. The MNC will solicit nominations for open seats from the community via website posting, agency distribution and CoC email list. Applications will be collected and reviewed by the CoC Membership / Nominating Committee.

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**

APPLICATION QUESTIONS

- 1) Please describe any personal or professional experience you have had with homelessness, housing instability and/or affordable housing.
- 2) What experience do you have evaluating grant applications?
- 3) What types of processes or tools have you used to evaluate grant applications?
- 4) What was the funding source for the grant applications that you have evaluated?
- 5) Why are you interested in serving on this committee?
- 6) What other Charlotte-Mecklenburg CoC committee(s) or workgroup(s) have you participated in?

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 term depending on grant application timelines. Most Ranking Committee meeting will be held in person. 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. You also confirm that your agency does not intend to apply for CoC-or ESG-funding.

Signature

Date

Print Name