**SELECTION Committee Charter Template**

**What is the Name of this Committee?**

Selection Committee

**What is the Purpose of this Committee?**

The Selection Committee consists of agencies and/or individuals not competing for project funding, found to be without real or perceived conflict of interest, during the current round of the MCOC application process. The committee is responsible for the selection, scoring, and ranking of projects to be included in the annual MCOC Collaborative Application and Project Priority Listing.

**Who is/are the Chair/ Co-Chairs?**

To be determined.

**Who are the members of this Committee?**

Joni Boissonneault, Michael Merrill, Emily Flinkstrom, Meredith Pesce

**How does the Committee recruit new members and verify eligibility of existing members?**

Due to the nature of the Selection Committee and the requirement that members not have a conflict of interest with those receiving COC funds, the recruitment effort for Selection is two pronged.

For new members, the Selection Committee chair or Facilitator will work with:

* The MCOC Chairs to recruit new members from existing COC Members
* Other potential groups from which additional members could be recruited:
	+ HUD funded groups, who have been encouraged by HUD to participate in the COC, including housing authorities and Entitlement Communities, and
	+ Regional Homeless Councils attendees.

For returning members, the Selection Committee chair or Facilitator will work with the MCOC Chairs and/or other COC members as applicable to ensure no new conflicts exist.

**Selection of Selection Members**

The COC Board will suggest a list of potential nominees based on a cursory review for real or perceived conflicts (see committee recruitment above), for which the Selection Chair can request an application and certification of no real or perceived conflict. Each interested nominee will complete an application and certify that they do not have a conflict with any currently funded project or organization. Each application will be reviewed by the Selection Committee, who will select eligible members, and submit a slate of Selection members to the MCOC for approval. Candidates will not be contacted to join the committee until the vetting process is complete, and not formally invited to join the Committee until approved by the Board.

Selection Committee members must certify that they do not have a real or perceived conflict with any current application annually.

**What is the Scope of Work that this Committee is to accomplish?**

* Read, review, and score all COC applications;
* Rank applications based on score and make recommendations based on the MCOC’s Ranking Protocol (established annually);
* Follow Article 9: Selection Process, and Article 10: Appeals Process, outlined in the Governance; and
* Provide recommendations for continuous improvement.

**What Research and/or Resources will be needed to inform and accomplish this work?**

* New and Renewal Score Card;
* New and Renewal Scoring Guide;
* Ranking Protocol;
* Individual Project COC NOFA Applications; and
* Monitoring results as they pertain to scoring.

**What time frames are of importance for this group to be effective?**

* Timeframes are dictated by the NOFA.
* Commitment is typically 2-4 weeks.

**How often will this Committee communicate with the MCOC and/or the COC Board of Directors?**

* One submission of scoring and ranking, and any additional follow up as necessary.

**What information is to be shared/reported by the Committee?**

* Scoring and Ranking results

# COC Selection Committee Application

The Selection Committee consists of agencies and/or individuals not competing for project funding during the current round of the MCOC application process. The committee is responsible for the selection, scoring, and ranking of projects to be included in the annual MCOC Collaborative Application and Project Priority Listing.

If you are interested in volunteering to be part of the committee, please complete the questions below and certify whether or not a Conflict of Interest exists.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/ Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please mark all that apply:

[ ]  I have knowledge or experience with homelessness.

[ ]  I have knowledge or experience with reviewing or evaluating competing applications for funding.

[ ]  I can commit to the time and schedule for this Committee.

Please review the list of COC funded projects and the COC Conflict of Interest Policy and sign below as relevant.

[ ]  I certify that I do not have a real or perceived conflict of interest in any of the currently funded organizations, and I am willing to forgo participation in the Selection Committee if any applicant should apply where a real or perceived conflict of interest exists or indication of a conflict of interest arises throughout the process.

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 Signature and date