

## **RICoC Policy: Compensation for Persons with Lived Experience**

### **I. Covered Activities and Pay Rate:**

The RICOc Board acknowledges the essential role that persons with lived experience of homelessness play in ending homelessness in Rhode Island. To this end, the RICOc Board wants to ensure that persons with lived experience can participate fully in RICOc Board meetings, RICOc committee meetings, and other planning activities that support RICOc goals.

The RICOc will compensate persons with lived experience of homelessness for the following activities at the rate of \$25 an hour. The following activities will be eligible:

1. Time spent participating in RICOc Board meetings
2. Time spent participating in RICOc Committee meetings
3. Time spent traveling to RICOc Board meetings
4. Time spent traveling to RICOc Committee meetings (if meetings are held in-person)
5. Time spent preparing for RI CoC Board meetings – 1 hour of prep time reimbursable per meeting
  - a. This includes meetings with RICOc staff, other RICOc Board members, or other RICOc members regarding preparation for RICOc Board meetings (Examples include but are not limited to – aiding staff in agenda creation, working on presentations, conversations about policy or implementation issues relevant to the upcoming CoC Board meeting.) This also includes individual prep time.
6. Time spent prepping for RICOc Committee meetings – 1 hour of prep time reimbursable per meeting
  - a. This includes meetings with RICOc staff, other RICOc Committee members, or other RICOc members regarding preparation for specific RICOc Committee meetings (Examples include but are not limited to – aiding administrative staff in agenda creation, working on presentations, conversations about policy or implementation issues relevant to the upcoming committee meetings, etc.)
7. Transportation Costs for traveling to RICOc Board meetings
8. Transportation Costs for traveling to RICOc Committee meetings (if they are held in person)

Note: If a person with lived experience is facing further barriers to participating in RICOc Committee and/or Board meetings, please reach out to Ben Darby, the CoC Planner, at [bdarby@rihousing.com](mailto:bdarby@rihousing.com). The CoC Planner will be responsible for working with persons who want to participate in RICOc meetings and are facing barriers.

### **II. Self-Identification:**

To make sure the RICOc Board is respecting all members privacy and preferences, those with lived experience of homelessness participating in RICOc planning are asked to self-identify to RIHousing's RICOc planner.

The RICOc planner will reiterate the opportunity for reimbursement regularly at RICOc Board, Membership and Committee meetings verbally and in written materials. This communication will always include contact information for the RICOc Planner.

Note: Members are eligible for reimbursement if they are currently **not** being reimbursed for their time by another entity. For example, if a member is being paid to participate in RCoC activities by their employer, then they would not be eligible for reimbursement.

### **III. Recording Time and Reimbursement from RIH**

To request reimbursement for time and effort associated with planning, a person may submit reimbursement requests in an email to the RCoC Planner that includes a statement of attendance, the date of the activity, activity start and end time, and activity name. If a person is also seeking reimbursement for transportation, a receipt for that transportation must also be submitted, in addition to the above detail.

The first time a request is submitted, RIHousing will require a W9 form to be submitted. Payments will be made by a mailed check, or can be electronically transferred into a bank account.

Complete submissions will be reviewed by RIHousing staff and processed for payment.

In the email, the date, specific activity, time spent on that activity, and the total number of hours requested should be specified. See example below:

#### **Example Request**

Below are my hours spent working on RCoC Planning during the month of December 2022:

1. 12/07/2022, CoC Board meeting participation – 1 hours
2. 12/05/2022, CoC Board meeting planning meeting with RCoC Planner, 30 minutes
3. 12/06/2022, CoC Governance Committee meeting, 1 hours
4. 12/07/2022, travel to CoC Board meeting, 30 minutes
5. 12/07/2022, travel from CoC Board meeting, 30 minutes

I am requesting a total of 3.5 hours for reimbursement for December 2022