

Memphis and Shelby County Homeless Consortium
Policies and Procedures for the
Continuum of Care Ranking and Review Process

Adopted by Consortium vote November 19, 2013

The Ranking and Review Committee meets as needed to review and score new and renewal applications for Continuum of Care (CoC) and Emergency Solutions Grant (ESG) funding.

The following categories of representation will serve on the Ranking Review Committee:

- a. a representative from the Department of Human or Children's Services,
- b. a representative from the Veterans Administration,
- c. a representative of the legal field,
- d. a representative from the research community,
- e. a non-CoC funded provider,
- f. a philanthropist,
- g. a representative from the faith community, and
- h. a formerly homeless individual.

The Governing Council Chair appoints members to the Nominating Committee of the Consortium. The nominating committee of the Consortium identifies Ranking and Review Committee candidates from the fields or organizations identified above, confirms the candidates will agree to serve, and then presents a slate of candidates to the Consortium for selection. Each member is elected for a two-year term of service, serving staggered terms.

Responsibilities of the Ranking and Review Committee include completion of training and orientation, execution of a Conflict of Interest statement, and commitment to a maximum of two days of project review per grant cycle.

Training will be provided by CAFTH staff, CoC Committee Chairperson, and City of Memphis Department of Housing and Community Development to all Ranking and Review members on:

- the HEARTH Act;
- the Continuum of Care;
- the role of the Ranking and Review Committee;
- the Policies and Procedures governing the renewal process; and
- the scoring tools and weighting information.

The Ranking and Review committee will be provided with a timeline for completion of duties with as much advance notice as possible.

Materials will be provided to the Ranking and Review Committee at least one week before the review meeting and will include:

- a blank score sheet with maximum points assigned based on adopted weighting factors
- the program performance report and summary letter provided to the partner agency
- a letter (if submitted) from the partner agency with additional information or explanation; and
- a draft project description provided by the program.

The Ranking and Review Committee will elect a chairperson and a recorder. CAFTH staff and City of Memphis Department of Housing and Community Development staff will be available as needed to respond to questions, but will not remain in the room during the deliberations. The recorder will provide the summary score and comments to CAFTH for distribution to the partner agency Executive Director.