

Title: Rank & Review Committee Guidelines & Structure

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Reviewed By: Governing Council

Approved By: Governing Council

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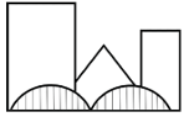
Rank and Review Committee Guidelines

The Rank and Review Committee meets as needed to review and score new and renewal applications for Continuum of Care (CoC), Youth Homeless Demonstration Project (YHDP) funding and for additional funding opportunities within the community as needed including the City of Memphis Emergency Solutions Grant (ESG) and the Action Plan Implementation Grant (AIG).

The Rank and Review Committee will be composed of members of the Governing Council and three additional community members from agencies not currently represented on the Governing Council. The Governing Council is composed of members appointed by their supervisors at their respective agencies from the following areas: Department of Children's Services, Shelby County Schools, Memphis Housing Authority, Veteran Affairs, City of Memphis, Shelby County Government, Memphis Police Department, Juvenile Court, Department of Human Services, Shelby County Health Department, and the CoC Lead Agency. Governing Council also has representatives from the following areas that are appointed and voted on by the Governing Council members: consumer input, domestic violence, for-profit, legal, LGBTQ, multicultural affairs, youth, lived experience, and philanthropy. Community members from outside agencies interested in serving on the Rank and Review Committee will complete an application, and from there the Governing Council members will select three to five nominees.

Governing Council members who belong to an agency submitting an application for any funding opportunity will recuse themselves from the Rank and Review Committee to prevent any conflict of interest situations. CAFTH staff present for rank and review will also not hold voting power but will be available to provide technical assistance on HUD NOFA requirements, context on community needs, and answers to any questions from the committee.

Responsibilities of the Rank 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. At a minimum, 5 members of the Rank



and Review Committee, outside of CAFTH staff, must be present during each day for scoring and ranking to be conducted. If less than 6 members are present, that day's rank and review will be rescheduled unless additional members are able to attend.

Training

Training will be provided, as needed, to all Rank and Review members on:

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

The Rank and Review committee will be provided with a timeline for completion of duties with as much advance notice as possible due to the flexible date of the NOFA being released. Training may be provided in digital form through a webinar or webinar recording.

At least one week before the meeting, the following materials will be provided to the Rank and Review Committee:

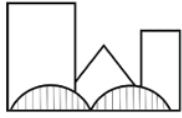
- Completed scorecards with supporting documentation
- Monitoring report with supporting documentation
- Description of the project and applicable narratives from the application
- Funding requests and project budgets
- Thorough review of needs assessment and gaps analysis

Facilitation

The Rank and Review Committee will be facilitated by a chair voted on by the committee. Additional technical assistance, when needed, will be provided by the CAFTH Executive Director and CoC Planning Director. A CAFTH CoC Coordinator will record and document minutes. Minutes of the rank and review days, along with copies of the minutes will be available for program directors upon request.

Youth Homeless Demonstration Program (YHDP) Review Committee

The FY2023 YHDP awarded projects will not follow the rank and review process outlined above for the first year of renewal (FY2024), but instead will have an automatic renewal for 1-year grants. The agencies previously awarded in FY 2023 will undergo a review process but will not be ranked in accordance with CoC rank and review policies and procedures. The process for recruiting members for the FY2024 Review committee will be the same as all other CoC Rank and Review committees. Future YHDP renewal processes will follow regular Rank and Review committee procedures.



Memphis / Shelby County
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4.4. Rank & Review Committee Guidelines & Structure