

Akron/Barberton/Summit County Continuum of Care

Review & Ranking Criteria

Review & Ranking Committee Policies & Procedures:

The Review and Ranking Subcommittee is made up of individuals who are involved in the Continuum of Care but are not individual project applicants. The Review and Ranking Subcommittee represents a range of governmental, housing and homeless advocacy groups and social service providers who participate in the Continuum of Care. The role of the Review and Ranking Subcommittee is to review Continuum of Care Applications, determine if there is a need for each project and offer recommendations for improving the projects.

The Review & Ranking Committee meets on a quarterly basis.

All eligible new and renewal applications will be reviewed and ranked by the Akron/Barberton/Summit County Continuum of Care Review and Ranking Committee. After the review process is complete, the committee then ranks, from highest to lowest, all projects into two tiers: Tier 1 and Tier 2. Ranking is completed using the CoC approved scoring tool. All projects within Tier 1 shall be funded while projects in Tier 2 shall be funded in order of performance (highest to lowest), based on the amount of funding that is awarded by HUD. Funding is not guaranteed for Tier 2 projects. After final review, applications are ranked and presented to the Continuum of Care Community Committee for final approval. Emphasis will be placed on permanent supportive housing and rapid re-housing as they target sub-populations served. If approved, the application will be submitted to HUD for funding under the continuum of Care NOFA.

Scores for each application cycle will be based on HUD's FY 2016 NOFA and the 2016 Akron/Barberton/Summit County Continuum of Care Review and Ranking Criteria of Renewal and New Applications.

The scoring tool used by the Review & Ranking Committee was developed using HUD guidelines for performance ranking and were approved by the Continuum of Care Steering Committee and CoC Review and Ranking Committee. The Review & Ranking committee will use the scoring tool to assess the performance of the 2016 new and renewal projects based on the following performance measures:

Renewal Projects:

- HUD monitoring findings
- HUD APRs for performance results
- CoC monitoring findings
- Timely Expenditure of grant funds
- CoC membership involvement
- HMIS participation involvement and participation

New Projects:

- Meeting local priority to end homelessness
- HUD monitoring findings (If applicable)
- HUD APRs for performance results (If applicable)
- CoC monitoring findings (If applicable)
- Project readiness
- Timely Expenditure of grant funds (If applicable)
- Applicant experience
- Applicant-organization capacity
- CoC membership involvement
- HMIS involvement and participation (If applicable)
- Match funds committed to project
- Leverage funds committed to project
- Ratio of requested housing funds
- Other priorities, to be determined by the CoC (based on NOFA priorities)
- Leadership Council (board) priorities

Appeals

- The application of any applicant agency which a) is unranked, or b) receives less funding than they applied for may appeal
- Applicants that have been found not to meet the threshold requirements are not eligible for an appeal
- Appeals cannot be based upon the judgment of the Review & Ranking Committee

Applicants may appeal if they can:

- Prove their score is not reflective of the application information provided; or
- Describe bias or unfairness in the process, which warrants the appeal

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

The decision of the Appeal Committee will be final.

The Appeal Committee

- The Appeal Committee will be made up of three (3) voting members of the Review and Ranking Committee and three (3) CoC Board members as identified in the Governance Charter

The Appeal Process

- Any and all appeals must be received in writing within three (3) business days of the notification of ranking to projects. The written appeal can be scanned & e-mailed to Helen Tomic - htomic@akronohio.gov
- The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal and must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director)
- The notice of appeal is limited to one single spaced page in 12-point font
- The appeal must include a copy of the application and all accompanying materials submitted to the Review & Ranking Committee; no additional information can be submitted
- All valid appeals will be read, reviewed and evaluated by the Appeal Committee
- The Appeal Committee will meet to deliberate based on the following:
 - Applicants will be invited to make a 10-minute statement regarding the appeal
 - The panel will review the rankings made by the Review & Ranking Committee only on the basis of the submitted project application, the one page appeal, any statements made during the appeal process, and the material used by the Review & Ranking Committee; no new information can be submitted by the applicant or reviewed by the Appeal Committee
 - The decision of the Appeal Panel must be supported by a simple majority vote
 - The decision of the Appeal Committee will be final