

Lee County Continuum of Care (CoC) Ranking and Review Process for Renewal Applications

Ranking and Review Committee

Members of the Homeless Coalition Board serve as the CoC Ranking and Review Committee. The Committee shall convene a minimum of one time per year to fulfill their purpose of ranking CoC applications.

The Collaborative Applicant will ensure that the committee members are provided, and familiar with, all relevant information related to:

- 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.

Ranking and Review Priorities

The Ranking and Review Committee will rank all project applications according to the following priorities:

1. Project Performance Outcomes
(from Ranking Committee Summary Sheet)
 - a. % permanent housing exit destinations
 - b. % increase in income
 - c. Length of Participation
2. Type of Project
(from Ranking Committee Summary Sheet)
 - a. Permanent Housing (PH)
 - b. Rapid Re-Housing (RRH)
 - c. Homeless Management Information Systems (HMIS)
 - d. Supportive Services Only (SSO)
 - e. Temporary Housing (TH)
3. Project Prioritizations to Serve Specialized Populations
(from Ranking Committee Summary Sheet)
 - a. Youth
 - b. Person Experiencing Chronic Homelessness
 - c. Families with Children
 - d. Victims of Domestic Violence
 - e. Veterans
4. Monitoring Criteria
(from most recent Monitoring Report)
 - a. Participant Eligibility
 - b. Timely Spending of Funds
 - c. Utilization of Funds and Match Requirements
 - d. History of Unspent Funds

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Renewal Application Ranking Materials

Each agency seeking renewal funding is required to submit a Review Committee Summary Sheet to the Collaborative Applicant no less than 30 days from the CoC submission deadline. The Collaborative Applicant shall collect all Summary Sheets and schedule a Ranking and Review Meeting with the Homeless Coalition Board.

At least one week before the Ranking and Review Meeting, the following materials will be provided to the Ranking and Review Committee for review:

1. a ranking tool spreadsheet,
2. the most recent Program Monitoring Report for each project, and
3. the ranking committee summary sheet for each project.

Correspondence and ranking materials will be distributed by email from the Collaborative Applicant unless otherwise requested by the Ranking and Review Committee.

Unless there is an unforeseen delay, the Ranking and Review Committee shall have no less than seven days to review all project materials. During this time, each member of the Ranking and Review Committee shall complete an individual Ranking Tool spreadsheet, determining point levels for each application. Each member shall bring the Ranking Tool spreadsheet to the Ranking and Review Meeting.

Ranking and Review Meeting

The Ranking and Review Meeting will be moderated by the Collaborative Applicant. Initial point averages will be determined, after which time general discussion on the Summary Sheets and average will occur. The Ranking and Review Committee shall determine the final point value and ranking of the projects.

Publication of Ranking and Review Process

The Collaborative Applicant shall make this Ranking and Review Process for Renewal Applications available on the Lee County Department of Human Services' website not more than 15 days after the publication of the current year Continuum of Care Notice of Funding Availability. The posting of the process will remain published on the Lee County Department of Human Services' website until the close of the funding competition.

The Collaborative Applicant shall make available the final ranking of the applications within three business days of the Ranking and Review Meeting on the Lee County Department of Human Services' website.