



## **Screening and First Level Review for Naming Rights and Recognition Process**

The City of Hardeeville Director of Administration Services will be notified as applications are submitted and will conduct an initial screening to conduct the first level of review for any nomination application being submitted for the naming and recognition nomination process.

## **Second Level Review, Scoring and Recommendation**

In addition to the first level review by the Director of Administration Services, the naming rights and recognition review committee will review all nominations periodically. The naming rights and recognition review committee will specifically serve as scorers of each nomination. The naming rights and recognition review committee will set particular dates throughout the year for the committee to score submitted nominations and make necessary recommendations to the City Manager.

### **Scoring**

The naming rights and recognition review committee will score applications on a scale of 0-3 points with zero points scored for not applicable, one point scored for a basic response, two points scored for a good response and three points scored for a strong response for each scoring criterion.

Each of the scoring criteria is broken into three scoring categories:

- Not Applicable = 0 point
- Basic response = 1 point
- Good response = 2 points
- Strong response = 3 points

There are a total of ten criteria categories for a total of 30 points possible for the nomination for individuals.

The scoring criteria consist of the following for nominations for an individual person:

- Justification
- Narrative
- Nominee Attributes
- Significant Contribution - Service or Time
- Significant Historical Impact
- Leadership Impact
- Financial Contribution - Amount & Purpose
- State or National Recognition



- Signatures Advocating for Nominee
- Meaningful Recommendation Letters

There are a total of five criteria categories for a total of 15 points for the nomination of a business, entity, or organization.

The scoring criteria consist of the following for the nomination of a business, entity, or organization:

- Domiciled in City
- Length of Time Serving City
- Total Number of Employees
- Financial Contribution to City and Narrative
- Meaningful Recommendation Letters

If the nomination is not sufficient with the information being provided or is incomplete, the naming rights and recognition review committee will score the criteria based on the amount of information that is provided and will utilize the lowest scoring category for that particular criterion.

The naming rights and recognition review committee members may issue a comment or concern as it relates to any application and the information needed to complete the scoring of the application. A "comment" is a reviewer's feedback noting a problem with an applicant's response to one or more of the published participant protection elements. If significant comments are made or the application does not meet the necessary score to be recommended for approval, the naming rights and recognition review committee will reject the nomination and notify the person who has submitted the application. The person will have the opportunity to submit another nomination with completed or more detailed information.

The four scoring categories are defined for each criterion in the naming rights and recognition process scoring rubric.

Once all applications are reviewed and scored by each member of the grant review and scoring committee, a priority score for each application will be assigned as the mean of the committee members' total scores.

### **Nomination Review Principles**

The City of Hardeeville naming rights and recognition review committee represents a collection of senior leadership that are noted for their expertise along with their knowledge, skills, and professional experience and upholds certain principles to make sure that each nomination receives a thorough and fair review.



The naming rights and recognition review committee holds in place strict conflict-of-interest (COI) standards including neutrality and impartiality, equality of arms as regards to access of information, utilization of public information, and will protect private information such as the people who make the nominations.

The naming rights and recognition review committee maintains confidentiality for the nomination process including the scoring of each nomination until a nominee is presented for recommendation of approval.

The naming rights and recognition review committee evaluates and scores each application according to the criteria for evaluation.

The naming rights and recognition review committee considers each nomination on its own merit and do not compare it with other nomination.

The naming rights and recognition review committee considers only what is specifically written in the nomination and provided through supporting documentation.

The naming rights and recognition review committee utilizes a nomination scoring sheet to compile all applicant scores for each nomination.

### **Recommendation Process**

One final scoring and recommendation sheet for each nomination will be presented to the City Manager as consideration for recommendation for qualifying nominations. For those nominations that are recognized for naming rights, the City Manager will review the recommendations made by naming rights and recognition review committee and will make the presentation for City Council for approval. Nomination recommendations made to City Council will be presented once a quarter for approval. Additionally, nominations made for the Wall of City Manager will review the recommendations made by naming rights and recognition review committee and will make the presentation for City Council for approval.

Any recommendation for approval will be made based solely on the submittal of a completed nomination application that scores a 70% or higher. The scoring percentage is taken from the 30 total points possible for an individual nomination and 15 points possible for a business, entity, or organization.

### **Nomination Approval**

If a nomination for the naming rights is approved by City Council or an approval is made for the Wall of Recognition, the City Clerk's office will be responsible for communicating decisions and will notify any person making a nomination of its approval or denial.