



## Funding Decision Appeal Process

Agencies whose project applications are not recommended for inclusion in the Continuum of Care (CoC) funding application to HUD or the State of North Carolina Emergency Solutions Grant (ESG) by the CoC's System Performance and Evaluation (SPE) Committee may appeal the decision, provided the agency meets the criteria and follows the process outlined herein.

### Appeals Process:

- Applicants will be notified in writing of the initial SPE Committee recommendation for funding as soon as possible (normally within 48 hours) following the committee meeting at which a decision was made.
- Appeals must be submitted in writing to the SPE Committee Chair by 5PM on the following business day.
- Appeals may be submitted only if the agency has reason to believe that the SPE Committee misinterpreted information in the application (letter of interest, narrative, etc.) or feel their full application was not considered.
- The appeal must be based on previously submitted documentation.
- The appeal packet must be in the following format:
  - A dated notice of appeal must be in narrative format on the agency's letterhead, must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director), and must list the specific sections of the application on which the appeal is based.
  - The notice of appeal must have attached to it the specific areas of the application being appealed and must also clearly explain why the information provided is adequate enough to gain additional points.
  - The appeal letter 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 SPE Committee will convene within one week upon receipt of a valid appeal and will review the documentation. CoC staff will provide the information to the SPE Committee, as needed, within one working day of the request.
- The applicant agency will be informed of the appeal decision within 24 hours after the SPE Committee convenes.
- Following this process, the SPE Committee will present the funding recommendations and results of any appeals to the Guilford Continuum of Care Board of Directors and/or Executive Committee.

In addition, per 24 CFR 578.35(b), project applicants that believe they were not allowed to participate in a fair and open process and that were rejected by the CoC may further appeal the rejection directly to HUD by submitting as a Solo Application prior to the application deadline as set forth in the NOFA. Funds awarded by HUD through this process will impact the local funding decision and may result in the loss of funding to locally ranked projects.

Policy revised and updated September 2017.

Approved by System Performance and Evaluation Committee September 4, 2017.

Approved by CoC Board of Directors September 6, 2017.