

Heading Home Ramsey Appeals Policy and Procedure

This policy and procedure applies to the HUD CoC Program competition.

1. Appeals Policy and Procedure

Once projects have been notified of the results of a CoC ranking process, project applicants who wish to do so may formally appeal the Ranking Committee's decision before an Appeals Committee that is separate from the Ranking Committee prior to final CoC approval of the full application.

Formal appeals may be made for the following reasons:

1. A project's application was not ranked
2. A project's application did not receive the full funding amount for which it applied

The following are not considered to be eligible grounds for submission of a formal appeal:

1. Determination that a project has not met threshold requirements
2. Ranking of a project in Tier 2 rather than Tier 1

All appeals eligible under the criteria listed above will be read, reviewed and evaluated by the Appeals Committee. All notices of appeal must be based on the information submitted as part of a project's draft application by the application due date – no new or additional information will be considered as part of an appeal. Omissions to the application are not eligible grounds for appeal.

1.a. Appeal Procedure

Notice of intent to appeal must be received in writing within 24 hours (as practicable) of a project being notified of their ranking – the due date will be shared in writing along with the notification of ranking results. Appeals should be directed to the CoC Coordinator, and must adhere to the following requirements:

- Appeals must be submitted within 48 hours of notice to the CoC Coordinator.
- Appeals should be submitted as an attachment via e-mail.
- 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 project applicant organization (e.g. Executive Director).
- The notice of Appeal must be single-spaced, in 12-point font, and no longer than one page.

The appeal must include a copy of the project's application and all accompanying materials as submitted to the CoC Ranking Committee for original review and ranking; no additional information may be added to the original application.

1.b. Constitution of the Appeals Committee

A single Appeals Committee shall hear and consider all eligible appeals submitted to the CoC. The Appeals Committee will be comprised of five members, subject to the following constraints:

- Three Appeals Committee members must be voting members drawn from the CoC Governing Board or Steering Committee.
- Two Appeals Committee members must be members of the Ranking Committee who participated in the original project ranking process.

- No member of the Appeal Committee may have a conflict of interest with any of the agencies applying for program competition funding and must sign a conflict-of-interest statement to this effect.

1.c. Activity of the Appeals Committee

The Appeals Committee will convene to consider each eligible appeal placed before it. Applicants will be invited to make a formal, time-limited 10-minute statement before the Committee regarding their appeal. Following this statement, the Appeals Committee will review and consider only the following materials associated with the appeal:

- The original project application submitted to the CoC for review, scoring, and ranking.
- The full set of project rankings, scores, and tiers determined by the Ranking Committee.
- The one-page Notice of Appeal submitted by the applicant.
- The statement(s) of the Applicant made before the Appeals Committee during the appeals process.

The Appeals Committee's review will extend only to consideration of those specific portions of the project application being appealed. The decision of the Appeals Committee will formally be determined by a simple majority vote. All decisions of the Appeal Committee will be final.

Eligible project applicants that attempted to participate in the CoC project ranking process and believe they were denied the right to participate in a reasonable manner may make a further appeal directly to the funding agency.

Approved by the Heading Home Ramsey Governing Board on July 18, 2024.