



Partners Ending Homelessness

Local Application Appeals Process

An applicant must submit a request for an appeal in writing to the Partners Ending Homelessness (Local CoC) within three days of notification of award made by the Local Application Review Committee. Possible grounds for appeal are: the applicant was denied the right to participate in or eliminated from the local application process; applicant believes that decisions made regarding their ranking, amount of awarded funding or elimination of their program were unsubstantiated based on project performance or other factors that can be documented.

Decisions made regarding applications that were not submitted by the deadline(s) or were incomplete cannot be appealed.

The total score for the application is provided to the Applicant at the time of award notification. At no time during the appeals process will the scores of individual reviewers be discussed. At all points during the Appeal process, the discussion will be respectful and fact based.

Phase I of the Appeal Process will be a discussion between the Applicant, Partners ending Homelessness Staff and at least three representatives of the Application Review Committee (Phase I Committee). The applicant will present their case and will be followed with questions and discussion. The intended goal of this phase is to reach agreement on a resolution of all appealable issues presented.

If issues are not resolved during Phase I, **Phase II** of the Appeal Process will ensue. The Phase I Committee will be joined by two independent participants (Appeal Committee). The independent members of the Appeal Committee will be Partner Ending Homelessness Board members who did not participate in the Application Review process and whose organization that they represent do not receive or did not apply for CoC funding for the 2018 funding round. The Appeal Committee will again review the grounds of the appeal and basis of the actions taken. They will then either uphold or revoke the decision(s) of the Application Review Committee. Corrective action(s) will then be developed.

Decisions made during either Phase I or Phase II are final.

If Applicant is still not in agreement with the results of Phase II, they should review the HUD NOFA and follow instructions on how and on what grounds they can make an appeal to HUD.