



Funding Decision Appeal Process

All eligible applicants have the opportunity to appeal both their funding request and preliminary ranking prior to the System Performance and Evaluation Committee (SPEC) making funding recommendations to the CoC Board for approval.

Appeals of Ranking/Funding Level - The following is a list of items that might cause the SPEC not to recommend a project for funding or to be funded at a lower level:

- Failure to submit a timely application
- Insufficient information provided in application
- Project consistently fails to meet performance standards
- Applicant fails to actively participate in CoC activities, such as CoC meetings, participating in HMIS, and receiving clients through Coordinated Entry.
- Applicant applying for a new project has an existing CoC-funded project with poor performance
- Insufficient allocation from the funding source to fund all project applications as requested
- Lack of demonstrated capacity to manage grant funding in accordance with the requirements and policies of funder

The Appeals Committee is comprised of six (6) members of the CoC Board: the SPEC Chair, who will be a non-voting member, and five (5) impartial members of the CoC Board who did not participate in the original SPEC rating process. No member of the Appeals Committee may have a conflict of interest with any of the agencies applying for funding.

The role of the Appeals Committee is to read and review only those areas of the application that are being appealed.

Eligible Appeals - A Project Applicant may appeal an application if: a) the application received less funding than applied for, or b) the agency can show, with evidence, that the process was unfair. Project Applicants that have been found not to meet the funding criteria or the threshold requirements are not eligible for an appeal.

Appeals cannot be based upon the judgment of the SPEC. Applicants may appeal in writing, with back up documentation, if they can prove their score is not reflective of the application information provided, or if they can describe bias or unfairness in the process, which warrants the appeal.

The Appeals Process - Any and all appeals must be received in writing within three (3) business days of the notification of ranking to projects. All notices of appeal 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.

All notices of appeal (six copies) must be submitted to: Thanena Wilson, Interim SPEC Chair, at thanena.wilson@highpointnc.gov. The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the agency (i.e., Executive Director/Project Applicant). The notice of appeal must be limited to one single-spaced page in 12-point font. The appeal must also include a copy of the application and all accompanying materials. No additional information can be submitted.

All valid appeals will be read, reviewed, and evaluated by the Appeals Committee. The Appeals Committee will meet to deliberate the appeal within three (3) business days of receipt of the appeal. All Project Applicants appealing the SPEC Rating - recommended Project Prioritization decision will be timely notified in writing and invited to attend any appeal. They may make a 10-minute statement regarding the appeal. The Appeals Committee will review the rankings made by the SPEC only on the basis of the submitted project application, the one page appeal, any statements made during the appeal process, and the material used by the SPEC. No new information can be submitted by the Project Applicant appealing or reviewed by the Appeals Committee.

The decision of the Appeals Committee must be supported by a simple majority vote. The appealing agency will receive a written decision of the Appeals Committee within two (2) business days of the Appeals Committee Meeting.

Following this process, the SPEC will present the funding recommendations and results of any appeals to the Guilford County Continuum of Care Board of Directors for final approval prior to the Collaborative Applicant submitting the Project Priority Listing and Consolidated Application to HUD.

In addition, per 24 CFR 578.35(b), HUD CoC grant project applicants who believe they were not allowed to participate in a fair and open process and who were denied funds by the CoC may further appeal the denial 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.

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