



## **Funding Decision Appeal Process**

All eligible applicants have the opportunity to appeal both their score and preliminary ranking (provided “ranking” is applicable to the allocation process) prior to the System Performance Evaluation Committee (SPEC) making funding recommendations to the Continuum of Care (CoC) Board for approval.

**Applicability** – The process outlined herein is applicable to all CoC-wide funding processes, including, but not limited to, the HUD CoC Grant (NOFA), North Carolina Emergency Solutions Grant (NC-ESG), and the City of Greensboro grants (including, but not limited to, CDBG, ESG, and Nussbaum funds).

**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, and receiving clients through Coordinated Entry.
- Applicant shows an unwillingness to adapt their program to the changing needs of the community and the HEARTH Act
- Applicant applying for a new project has an existing CoC-funded project with poor performance
- Lack of sufficient 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 Panel. 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 and supporting documentation must be submitted in pdf format to the SPEC Chair, currently Hope Rife at [hope.rife@conehealth.com](mailto:hope.rife@conehealth.com). The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must be on agency letterhead and 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 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, SPEC will present the funding recommendations and results of any appeals to the Guilford CoC Board of Directors for final approval prior to funding recommendations being submitted by the Collaborative Applicant, the Regional Applicant for NC-ESG funding, and/or the agency contracted with by the City of Greensboro to administer its funding. Partners Ending Homelessness currently fulfills these three roles for the CoC.

**Solo Application** - 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.

The Solo Application section of this Appeals Process is applicable ONLY to the HUD CoC grant application process. There is NO solo application option allowed for NC-ESG or City of Greensboro funds.

Reviewed and approved by the Guilford CoC Board of Directors: July 20, 2018