



STANDARD OPERATING PROCEDURE/POLICY

FL-520 Citrus, Hernando, Lake, Sumter Counties CoC

Appeal of Ranking Decision

Department: CoC Ending Homelessness Stakeholders

New Date Published: 06/24/2016 Author: CoC Ending Homelessness Stakeholders

Revised Last Reviewed: 07/21/2017 Approved: August 25, 2017 by CoC

Last Updated: 07/21/2017 Approved: September 22, 2017 by Governing Board

AUTHORITY:

U.S. Department of Housing and Urban Development (HUD) 24 CFR Part 578 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act): Continuum of Care Program.

OBJECTIVE:

The appeals process is designed to resolve procedural issues surrounding the initial scoring recommendations from the Continuum of Care Review and Rank Committee. The appeals process is used when the issue cannot be resolved administratively.

SCOPE AND APPLICABILITY

An applicant who is concerned about any procedural aspect of the scoring decisions concerning their project application will first consider the comments in the summary statement. In the event the applicant is still not satisfied with the Review and Rank scoring decision based on process, an appeal may be filed.

POLICY:

Any person or group submitting a proposal for grant funds to the Mid Florida Homeless Coalition, Inc. shall have the right to appeal if the proposal is denied funds or had requested more funds than Mid Florida Homeless Coalition awarded. Project applicants will have two (2) business days from receipt of the email notification of projects recommended for funding and amounts to submit a written appeal. The appeal will include the reason for the agency appeal. Applicants that did not meet the eligibility and threshold requirements are ineligible to appeal. All notices of appeals must be based on the information submitted in and with the project application. No new or additional information will be considered. Omissions to the application cannot be appealed. If a written appeal is filed, all project applicants shall be notified as a courtesy.

PROCEDURE:

Upon receipt of email notification of the decision of the Review and Rank Committee, an applicant may appeal decisions concerning reallocation of funds, or decrease of funding if it can be shown that bias/unfairness of the process negatively affected the applicant score.

The request for the appeal shall be made to the Mid Florida Homeless Coalition, Inc., 104 E Dampier Street, Inverness, FL 34450 or mfhcopeningdoors.com within two (2) working days of the receipt of the letter or email denying or decreasing the grant funding.

Upon receiving a notice of appeal, the Executive Director, acting on behalf of the Continuum of Care (CoC) and as the Collaborative Applicant, shall convene an Appeals Committee. That Committee shall be comprised of one (1) or three (3) members of the Continuum of Care, who are:

- a) not members of the committee that reviewed and scored the grants;
- b) not directly affiliated with any of the grants that were reviewed and scored;
- c) not employees or volunteer staff of the lead agency.

Working with the Appeals Committee and the appellant(s), the Executive Director of Mid Florida Homeless Coalition shall arrange and then announce the meeting date, time and location, providing all relevant documents to that Committee.

The Appeals Committee shall elect from among its members a Chairperson, who shall preside over the appeal process and the deliberations of the Appeals Committee.

The appeal process shall include for each appeal a hearing, which shall consist of the following:

First, the Executive Director shall appear privately before the Appeals Committee to explain the particulars of the grant, how the grant and the CoC plan inter-relate, the membership of the Grant Review Committee, and the review procedure and scoring criteria.

Second, a member of the Grant Review Committee shall appear privately before the Appeals Committee to explain the decisions of that committee in general and the determination in regard to the appealing entity in particular.

Third, the appellant (no more than two (2) persons) shall appear privately before the Appeals Committee to state the reasons for the appeal and to provide relevant documents to support the appeal (and may inquire further into the reasons why the funding for the proposal was denied or decreased).

The Appeals Committee may then re-call the Executive Director or Grant Reviewer separately or together, or may call either of them or both of them to appear with the appellant in order to evaluate any testimony presented and to hear arguments as well as rebuttal for or against the appeal.

Once the members of the Appeals Committee are satisfied that all parties have had a fair and equitable hearing, that Committee shall then deliberate in order to recommend denial, acceptance or modification of the appeal. The findings and recommendations of the Appeals Committee shall be reported orally to the Appellant, Grant Reviewer and Mid Florida Homeless Coalition simultaneously.

As the Collaborative Applicant, the Mid Florida Homeless Coalition, Inc. shall take final action on the appeal in conjunction with the Grant Review Committee. The Collaborative Applicant may affirm, deny, or modify the recommendations of the Appeals Committee in accordance with the stipulations of the grant itself and with the policies, goals and plan of the CoC.

The Executive Director, upon final determination of the appeal, shall follow-up by the appellant and all grantees in writing and/or email. This notice shall conclude the appeal process.