

Sumter County, FL LRO 1720-00

EFSP LOCAL BOARD APPEALS PROCESS POLICY

E.F.S.P. meets the needs of Sumter County's hungry and homeless, and those in danger of becoming homeless, by allocating federal funds for the provision of food and shelter to those people in economic crisis.

LOCAL BOARD APPEALS PROCESS - PHASE #36

The appeals process outlined below is a statement to eligible organizations and the Sumter County community that the EFSP Local Board is committed to fairness and openness in the EFSP funding process.

This appeals process is applicable to organizations seeking funding from the Sumter County Local EFSP Board and is not intended to apply to individuals seeking an appeal at a funded LRO. LRO's are responsible for maintaining their own appeals process. LROs may appeal only once per phase.

Except for the amount of the EFSP allocation available to Sumter County and cost eligibility, the Local Board is the primary decision-maker in the EFSP Review process. If it is determined that the Local Board cannot make a fair and unbiased recommendation regarding any appeal, another Board or Committee/Commission will be asked to participate or assist.

1. All applicants for EFSP funding will be notified of the appeals process with the letter notifying them of the Local Board's funding decision.
2. Agencies must notify the Local Board Chair of their request for appeal *in writing* within 5 business days of notification of the EFSP recommendation.
3. To be considered a valid basis for appeal, the organization's reasons must fall within one or more of the following criteria:
 - Data or information relevant to the request which was not available when the original proposal was presented to the Local Board;
 - Misunderstanding or factual error in the Local Board's evaluation or interpretation of the agency request for EFSP funding;
 - Other legal issues or concerns on the part of the Local EFSP Board; fraud or misuse of EFSP funds by other funded organizations.

The EFSP appeals process should *not* be considered if the organization wishes to restate or reemphasize points already made in the original proposal.

- The written request for appeal must contain the following information, or the appeal cannot be considered:
 - The original request made by the agency of the EFSP Local Board (Program name and/or brief description of amount requested, funding direction requested);
 - The basic reasons for the appeal;
 - Supporting documentation for the appeal (new information, point-by-point rationale for other categories);
 - Signature of both the Executive Director and Board Chair of the organization appealing
- The Chair of the Local Board will review the written appeal and bring it to the local board. The Local Board will hold a hearing for the appeal within 10 business days of receipt of the written request from the agency. If an appeals hearing is determined to be inappropriate, the agency will be notified of this decision within 10 days of receipt of the request
- If an appeal is deemed appropriate, the Local Board will hear the appeal.

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- The EFSP Local Board will make a recommendation regarding the agency appeals request during the Local Board deliberations on the day of the agency appeals presentation. The agency will be notified of the recommendation and rationale for the decision within 10 business days of the appeals hearing. All Local Board decisions are final.
- In the case of an appeal on the basis of fraud or other issues of federal funds, the agency making the appeal must be informed of the right of referral to the National Board;
- Other types of appeals CANNOT be referred to the National Board for further review.
- Appeals will not be heard on the following basis:
 - Funding
 - Incomplete submission of applications
 - Late submission of applications
 - Violation of EFSP program guidelines
 - Any condition contained in the audit submitted
 - Any qualified audit submitted
 - New programs
 - EFSP money designated to support an existing program
- If the original funding recommendation is modified, within 10 business days of the appeals presentation, the Local Board will notify the National Board and other agencies whose funding may be affected.

Additional questions regarding the EFSP appeals process should be directed to the Local EFSP Board chair, Dr. Alan Holden at CEO@UWLS.org.