

# SAN FRANCISCO LOCAL HOMELESS COORDINATING BOARD

## 2017 MCKINNEY-VENTO CONTINUUM OF CARE HOMELESS ASSISTANCE GRANTS

### 2017 PROPOSED APPEALS POLICY AND PROCESS

#### STATEMENT OF POLICY:

Applicants may appeal if: the project is not funded or receives less funding than the amount in the application; the project is ranked in Tier 2 of the CoC application (in which the applicants funding may be at risk); or if the project falls into the bottom portion of Tier 1, as described below. All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered, unless the project is facing reallocation. Omissions to the application cannot be appealed. The decision of the Appeal Committee will be final.

The Appeal Committee will be made up of three (3) members of the Local Homeless Coordinating Board, along with one non-voting representative from the Priority Panel. The voting members will not have participated on the original Priority Panel or have a conflict of interest with any of the agencies applying for McKinney funding. The role of the Appeal Committee is to read and review only those areas of the application that are being appealed.

#### PROCESS:

- A preliminary ranked CoC Program funding list is posted.
- Each agency will have one (1) business day to request copies of their score sheets, including relevant panel comments. Programs will contact HomeBase at [sfNOFA@homebaseccc.org](mailto:sfNOFA@homebaseccc.org) to request score sheets. Once requested, score sheets will be emailed to programs.
- Eligible Appeals: Any project that is 1) not funded or receives less funding than the amount in the application; 2) a renewal project that is ranked in Tier 2 of the CoC application (in which the applicant's funding may be at risk); or 3) falls into the bottom portion of Tier 1 that equals the Tier 2 amount may appeal the application's score based on their score sheets. The preliminary CoC Program project funding list will indicate which applications fall into these categories at the time it is posted.
- Any sponsor agency may report any discrepancies in their score sheet to Charles Minor at (415) 557-6007 for the purpose of avoiding such errors in scoring in future years, and such report will not constitute an appeal.
- Any and all appeals must be received in writing within the two (2) and a half business-day appeal period; therefore, all written appeals for applications that are eligible to appeal at the time the preliminary McKinney project priority list is posted must be received by **[APPEAL DEADLINE DATE AND TIME] via email.**

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- All notices of appeal must be submitted electronically to HomeBase at [sfNOFA@homebaseccc.org](mailto:sfNOFA@homebaseccc.org) **AND** Charles Minor at [Charles.Minor@sfgov.org](mailto:Charles.Minor@sfgov.org). Please note that appeals sent only to [Charles.Minor@sfgov.org](mailto:Charles.Minor@sfgov.org) will not be considered.
- The notice of appeal must include a written statement specifying in detail each and every one of the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director) and must include (highlight and/or cite) the specific sections of the application on which the appeal is based. The appealing agency must specify facts and evidence sufficient for the Appeal Committee to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why the information provided is adequate to gain additional points.
- If a program is facing reallocation, in part or in whole, the appealing agency may submit a more robust appeal. These appeals can include any information the agency feels is relevant, whether or not it was included in the project's original application. The program will also be given the opportunity to make a brief in-person presentation to the Appeal Committee.
- The Appeal Committee will review and evaluate all notices of appeal and decide whether or not the appeal has any validity based on the appeal policy.
- All valid appeals will be read, reviewed and evaluated by the Appeal Committee.
- The Appeal Committee will hear any in-person presentations by projects facing reallocation. The appealing agency can send up to two staff members to the presentation. The presentation is limited to 5 minutes. Following the presentation, the Appeal Committee will have the opportunity to ask questions of the appealing agency. The results of the in-person presentation will not have an affect on the project's rank; it can only be used to reverse a decision to reallocate funds. The decision of the Appeal Committee will be released after deliberation.
- Appeal Committee deliberates.
- Agencies will receive, in writing, the decision of the Appeal Committee within 2 business days.
- **Appeals Panel List is submitted for consideration and approval by LHCB.**