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Polk County Continuum of Care Board APPEALS Process

Background

Funding decisions made by the Polk County Continuum of Care Board (PCCoB) are based on recommendations of the designated PCCoB Grant Committee following a process whereby the staff and Grant Committee review funding applications, verify funding criteria, and review supporting documentation in advance of the funding decisions. From time to time, applicants may disagree with a decision or recommendation by the PCCoB. These applicants may disagree with funding recommendations/decisions that may negatively affect their organizations, programs and/or clients. The PCCoB has developed a policy and process for applicants to appeal such decisions.

An applicant may submit an appeal to the PCCoB under the following conditions:

1) Projects

Applicants denied funding, awarded funds, or recommended funds in an amount that is less than applied for or requested under a federal NOFA (Notice of Funding Available) or government or local request for proposal (RFP) may file an appeal with the PCCoB only under the following circumstances:

- a. The staff or review team overlooked critical information about the project contained within the application that would have caused the project to meet the feasibility threshold and/or be scored as a successful application. The applicant cannot submit any additional information at this point.
- b. There was evidence of indisputable capricious lack of fairness in evaluating and scoring the application.

If an applicant can meet the criteria specified within either paragraph 'a' or paragraph 'b', they may file an appeal in writing to:

Mark K Phillips
Executive Director
Polk County Continuum of Care Board
2309 Euclid Ave
Des Moines, IA 50310
www.polkcares.org





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Process and Timeline:

An applicant who wishes to appeal must submit a written request for the appeal. The request must be received in the PCCoB office within five calendar days of the date of the notice of the decision. The letter must clearly state the reasons for the appeal and specify all issues being contested. No new information may be added to the application during the appeal process.

The Chairperson of the PCCoB will appoint a committee within three calendar days of receiving the request for an appeal. A date to review the information and meet with the appellant will be scheduled within three calendar days of the committee being appointed. A written decision will be submitted to the PCCoB for action on the next regularly scheduled PCCoB board meeting. Under no circumstances will the final decision by the PCCoB be made more than thirty calendar days after the request to appeal is filed.

A pending appeal regarding funding will not delay funding to other applicants who were awarded funds. The amount of a full or partially funded application resulting from an appeal will be deducted from the next funding cycle.





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Polk County Continuum of Care Board Appeal Hearing Process

Appeal Committee: The Appeal Committee will be established consisting of three to five members of the Continuum of Care Board. A member of the Executive Committee will chair this committee and will determine the membership of the committee. Any member of the Executive Committee or board may withdraw from participation on the committee if they believe they have a conflict of interest.

Additional Advisors: Individuals may be asked to serve as advisors. Persons who have background and factual information for the appeal committee may be invited to attend. The appellant may also designate an individual to present information and speak on behalf of the appellant in presenting its case to the committee.

Process to be followed:

Prior to the hearing, a package of relevant information will be compiled by the PCCoB staff to distribute to the Appeal Committee. This packet will include the original written appeal request, original funding application, and any additional written information believed to be helpful in reviewing and considering the appeal decision. All written information is to be delivered to the PCCoB by the due date established by the Chair of the Appeal Committee. The written submission will be the primary basis for the appeal decision. No new or additional information will be considered.

Hearing:

The appeal hearing time will be set by the Chair of the Appeal Committee within ten calendar days of the request.

The process is below:

<u>Agenda</u>	<u>Individual Responsible</u>	<u>Timeframe</u>
Overview of the process	Chair	5 minutes
Introduction of participants	All involved	5 minutes
CoCB/Grant Comm. Rep.	Chair or designee	30 minutes
Appeal Requestor	Appeal designee/requestor	30 minutes
Questions of Appeal Committee	All involved	30 minutes





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The Appeal Committee will then meet immediately in closed session to review the facts presented. The Advisor(s) will be asked to remain available and may be asked additional questions of clarification as their deliberation process is underway.

The Appeal Committee will make a recommendation to the PCCoB within fifteen calendar days of the hearing. If the board is not scheduled to meet within fifteen calendar days of the hearing, a special meeting may be held to make a final decision.

