

CoC Applicant Appeals Policy

The Housing for Health (H4H) Policy Board with recommendations from a Review and Ranking Subcommittee approves local project proposals for submission to HUD through the Continuum of Care (CoC) Program. CoC applicants with projects not selected for funding or placed into Tier 2 may appeal the decision using the appeals process set forth below. Decisions of the Appeals Committee are final.

1. Appeals Committee

Upon receipt of any appeals, an Appeals Committee of at least three members will be formed and composed of representatives the H4H Policy Board and H4H lead agency staff. Appeals Committee members must not have been members of the Review and Ranking Subcommittee, and must be non-conflicted, meaning that they are not employees or Board members of, and do not otherwise have a business or personal conflict of interest with, CoC applicant organizations.

2. Who may appeal

Only CoC applicants with projects not approved for CoC funding, or placed into Tier 2, may appeal.

3. What may be appealed

Appeals may be made only on the following bases:

- Inaccuracy in information provided to the H4H Policy Board or Review and Ranking Subcommittee (by entities other than the applicant) resulting in the project not being approved, or being placed into Tier 2
- Failure to follow the review and rank process resulting in the project not being selected, or being placed into Tier 2
- A conflict of interest resulting in the project not being selected, or being placed into Tier 2

Appeals based on policy considerations, funding priorities, or other subjective criteria are not eligible.

4. Appeals process

- Applicants seeking to appeal must meet the deadline for submitting a written appeal listed in the CoC Public Solicitation of Applications, Project Selection Timeline, or the appeal is void.
- The written appeal must be submitted via e-mail only by the deadline to: housingforhealth@santacruzcounty.us **and** Tonygardnerconsulting@yahoo.com. DO NOT submit written appeals by postal mail, express mail, fax, or hand delivery. The appeal must include:
 - The basis or bases for the appeal.
 - A brief statement or explanation of the facts, evidence, and reasons for the appeal.
 - The signature of the applicant's authorized representative.
- Upon the timely receipt of the appeal, H4H staff will set a date and time for the appeals meeting, which will be conducted via virtually. During the meeting:
 - H4H staff will explain the facts of the appeal and answer any procedural questions.
 - The appealing applicant may then join the virtual meeting and will be allotted a brief time to explain their appeal. The Appeals Committee members may then ask any questions of the appealing applicant. The appealing applicant will then leave the virtual meeting.
 - The Appeals Committee will then conduct a discussion of the appeal and then vote.
 - The Appeals Committee may consider the effect of its decision on other CoC project applicants and may include those project applicants in the appeals discussion.
- The Appeals Committee will issue a written decision to the appealing applicant by the deadline for such written decision listed in the CoC Public Solicitation of Applications, Project Selection Timeline. The decision of the Appeals Committee is final.