

2018 CoC NOFA Local Evaluation Process and Appeals Form

Introduction

The San Diego City and County CoC (CoC) strives to conduct a transparent rating and review process in determining which projects will be included in the local submission to the national CoC competition. Although a local appeals process is not required by the U.S. Department of Housing and Urban Development (HUD), our CoC offers a local appeals process. Appeals occur after the public release of the initial rating and ranking list but before the final ranking and allocations Priority Projects list is submitted to HUD. The initial rating and ranking list is typically released approximately 30 days prior to the national CoC Competition deadline. The Appeals process begins upon release of the ranked list and generally requires submission of the Appeals form and material as described in this notice, within 3-5 days. An Appeals Committee reviews the submittals and extends an invitation to a brief in-person session as warranted.

Types of Appeal

To assure the ability of the RTFH to take effective action, **Appeals to the local rating & ranking decisions** are limited to factors related to a violation of established process or HUD policies. Disagreement with the results of a decision that derived from appropriate adherence to the process, will be deemed invalid. Appeals will be limited to:

- A. Verified conflicts of interest
- B. CoC Board-established voting policies
- C. Violation of locally established rules (such as procurement)
- D. Technical breach of regulations established by HUD or funding sources related to the application
- E. Technical error (such as mathematical miscalculation by the Rating & Ranking Committee.) Errors in data submitted by applicant do not qualify and will not be considered.

How to File an Appeal

Projects wishing to appeal their rating must submit the Appeal in writing using the **“2018 CoC NOFA Local Evaluation Process: Appeals Form”**. A signed Appeals Form and relevant evidence must be submitted to for each project rating being appealed.

To file an appeal, complete the following steps:

1. **Complete and Upload the signed form and other documents** to your **2018 Agency Folders and submit via email** as directed on the RTFHsd.org website.
2. Title each document you upload using your agency initials as the first component of the document title.

(For example, all documents from the Regional Task Force on the Homeless would start with “RTFH” followed by a document name (for example: RTFH Appeals Form, RTFH Timeliness Evidence)

Appeal Timeline

- Appeal Forms and supporting evidence are due **no later than 12 NOON, Tuesday, August 21st**.
- Appeals submitted in any other manner, or to another Dropbox location may not be included in the process.
- All agencies filing an Appeal must be prepared to rapidly respond to requests from the committee.

In-Person Session

After review of the information submitted the Appeals committee will invite applicants to a brief in-person meeting with the Appeals Committee. Please be aware these sessions will be available on selected dates and times. Additional information will be provided by the Committee as warranted. Caution will be used to avoid conflicts of interest.



2018 CoC NOFA Local Evaluation Process: Appeals Form

Name of Agency and Project: _____

Program/Project Address: _____

Project Classification: _____ Bonus _____ New _____ Renewal _____ Self-reallocated

For each additional 'rating item' being appealed, please identify the application section, the question or item number, and the category of Appeal (using A-E above: Type of Appeal), and attach evidence to support your claim.

1. Section and Question #, Measurement and Source/Score being appealed and why.

Section: _____ Question: _____ Category of Appeal: _____

Explanation and Source of Evidence:

2. Section and Question #, Measurement and Source/Score being appealed and why.

Section: _____ Question: _____ Category of Appeal: _____

Explanation and Source of Evidence:

Section and Question #, Measurement and Source/Score being appealed and why.

Section: _____ Question: _____ Category of Appeal: _____

Explanation and Source of Evidence:

(Note: Please add sheets for additional Appeal items.)

Executive Director/Other Executive Name (printed / typed): _____

Signature: _____ **Date:** _____

List of Related Attachments: _____