

Continuum of Care 2019 NOFA Local Review Appeals Process

2019 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), this CoC offers a local appeals process. The appeals process occurs 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. In 2019, the initial rating and ranking list will be released approximately 30 days prior to the national CoC Competition deadline (Sept.30). The Appeals process timeline begins immediately upon release of the initial rating and ranking list. The San Diego CoC process 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 Appeal

To assure the ability of the RTFH to take effective action, appeals to local rating and ranking decisions are limited to factors related to a violation of established process or HUD policies. Disagreement with the results of a decision that followed appropriate processes 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 and Ranking Subcommittee. Errors in data submitted by applicant do not qualify for appeal.)

How to File an Appeal

Projects wishing to appeal scoring must submit the appeal in writing using the “**2019 CoC NOFA Local Evaluation Process: Appeals Form**”. A signed Appeals Form [and relevant evidence](#) must be submitted to Dropbox for each project score being appealed.

To file an appeal, complete the following steps:

1. **Upload the signed form and other documents to the 2019 Agency Folders**
 - a. **1. Agency Self-Scoring Resources** main folder
 - b. **1. Questions and Appeals** subfolder
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 to the Dropbox listed above **no later than the date stipulated by the Rating and Ranking notice.**
- Appeals submitted in any other form 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 Rating and Ranking Subcommittee as warranted. Caution will be used to avoid apparent conflicts of interest.

To request a brief in-person meeting please check here: _____

Contact information to set appointment:

Name _____ E-Mail _____ Phone: _____

2019 CoC NOFA Local Evaluation Process: Appeals Form

Name of Agency and Project: _____

Program/Project Address: _____

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

➤ ***For each item being appealed, please identify the application section, the question or item number, and the category of appeal (using A-E above), 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:

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

Section: _____ Question: _____ Category of Appeal: _____

Explanation and Source of Evidence:

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

Signature: _____ **Date:** _____

List of Related Attachments: _____
