

FY 2026 CoC NOFO Local Evaluation Process & Appeals Procedures

San Diego City and County Continuum of Care (CoC)

Purpose

The San Diego City and County Continuum of Care (CoC) is committed to conducting a fair, transparent, and consistent local rating and ranking process for projects included in the FY 2026 CoC Program Competition submission to the U.S. Department of Housing and Urban Development (HUD).

Although HUD does not require a local appeals process, the San Diego CoC provides applicants the opportunity to appeal local rating and ranking decisions prior to submission of the final Priority Listing to HUD.

Quick Overview

Appeal Type	Submitted To	Purpose
Local CoC Appeal	San Diego CoC	Appeal local scoring, ranking, procedural, or technical concerns
HUD Solo Applicant Appeal	HUD	Appeal denial of reasonable participation in CoC planning

Section A — Local CoC Appeals Process

Local Appeals Timeline

Activity	Date
Initial Rating & Ranking List Released	Thursday, August 05, 2026
Appeals Submission Deadline	Monday, August 10, 2026, at 12:00 PM (Noon)
Appeals Committee Review Completed	Monday, August 10, 2026
Final Priority Listing Submitted to HUD	Per HUD NOFO Timeline: August 24, 2026

Eligible Grounds for Appeal

Appeals are limited to concerns involving violations of established procedures, policies, or technical errors. Disagreement with a decision that followed the established process is not, by itself, a valid basis for appeal. Appeals are limited to the following categories:

A. Verified Conflict of Interest

Documented evidence demonstrating a conflict of interest that affected the rating or ranking process.

B. Violation of CoC Board-Established Voting Policies

Evidence that approved voting procedures or governance requirements were not followed.

C. Violation of Locally Established Rules

Examples may include procurement procedures or other formally adopted local requirements.

D. Technical Breach of HUD or Funding Regulations

Evidence of noncompliance with HUD regulations or funding source requirements related to the application review process.

E. Technical Error

Examples include mathematical errors or calculation mistakes made during the rating and ranking process. Errors contained within the applicant's own submitted materials do not qualify as valid grounds for appeal.

Appeals Submission Requirements

To file an appeal, applicants must complete all steps below.

Step 1: Upload Required Documents

Upload the following documents to the designated 2024 NOFO Agency Folder:

- Signed Appeals Form;
- Supporting documentation and evidence; and
- Any additional materials referenced in the appeal.

Applicants must:

1. Create a subfolder titled **Appeals**.
2. Upload all supporting materials to the Appeals subfolder; and
3. Clearly associate all uploaded materials with the applicable project.

Step 2: File Naming Convention

All uploaded documents must begin with the agency initials.

Example:

- RTFH Appeals Form
- RTFH Timeliness Evidence
- ABC Agency Score Review

Step 3: Notification Requirement

Applicants must notify the Appeals Committee by emailing:

- Kathryn.Durant@rtfhdsd.org

The email should indicate that an appeal has been submitted.

How to File an Appeal

Projects seeking to appeal a score or ranking decision must:

1. Complete the official FY 2026 CoC NOFO Appeals Form.
2. Submit one signed form per project being appealed; and
3. Attach all supporting evidence relevant to the appeal.

Each appeal submission must clearly identify:

- The application section;
- Question number;
- Score or measurement being appealed;
- Category of appeal (A–E); and
- Explanation with supporting evidence.

Important Notes

- Appeals submitted after the deadline may not be reviewed.
- Appeals submitted through any method other than the designated folder may be excluded.
- Agencies filing appeals must be prepared to respond promptly to requests for clarification or additional information.
- The Appeals Committee will review submitted materials remotely. No in-person appeal sessions will be scheduled.

Section B — HUD Solo Applicant Appeals Process

HUD Solo Applicant appeals are separate from the San Diego CoC local appeals process. These federal appeals are submitted directly to HUD by project applicants who believe they were not permitted to participate in the CoC planning process in a reasonable manner pursuant to 24 CFR 578.35.

HUD Regulatory Guidance

Pursuant to 24 CFR 578.35, HUD authorizes appeal processes for Solo Applicants, applicants with denied or decreased funding, and competing Continuums of Care.

To apply as a Solo Applicant, the project applicant must submit a Solo Applicant Project Application directly to HUD through e-snaps by the HUD application deadline.

To be considered by HUD under 24 CFR 578.35(b) or (c), Solo Applicants must comply with all applicable application requirements established in the annual Notice of Funding Opportunity (NOFO).

Required Solo Applicant Appeal Process

Step 1: Written Notice of Intent to Appeal

The Solo Applicant must submit a written notice of intent to appeal to HUD, with a copy provided to the CoC Collaborative Applicant, at the time the funding application is submitted.

Step 2: Submission of Supporting Evidence

No later than 30 days after HUD announces awards, the Solo Applicant must submit all relevant evidence supporting the appeal claim to HUD in writing.

The submission must:

- Include a copy to the Collaborative Applicant; and
- Be emailed to: **snapsappeals@hud.gov**

Step 3: CoC Response

The CoC has 30 days from receipt of the Solo Applicant's evidence to respond to HUD in writing.

The CoC response must:

- Include a copy to the Solo Applicant; and
- Be emailed to: **snapsappeals@hud.gov**

Step 4: HUD Determination

HUD will notify both the Solo Applicant and the CoC of its decision within 60 days of receiving the CoC's response.

Potential HUD Actions

If HUD determines that the Solo Applicant was not allowed to participate reasonably in the CoC planning process, HUD may:

- Award funding directly to the Solo Applicant when funds become available;
- Require the CoC to take corrective or remedial actions;
- Reduce funding awarded to the CoC's applicant(s); or
- Delay execution of grant agreements for projects ranked at the bottom of the CoC Priority Listing.

HUD may delay grant agreements in an amount equal to up to double the amount requested by the Solo Applicant(s).

Applicants should refer to the applicable NOFO and 24 CFR 578.35 for complete guidance regarding the Solo Applicant appeal process.

Section C — Distinction Between Local and HUD Appeals

Distinction Between Local and HUD Appeals

Local CoC Appeals	HUD Solo Applicant Appeals
Managed by the San Diego CoC Appeals Committee	Managed directly by HUD
Addresses local scoring, ranking, procedural, or technical concerns	Addresses denial of reasonable participation in the CoC planning process
Submitted through the local CoC process	Submitted directly to HUD through e-snaps and HUD appeal procedures
Reviewed prior to final CoC Priority Listing submission	Reviewed after HUD award announcements
Applies to local rating and ranking decisions	Applies only to Solo Applicant determinations under 24 CFR 578.35

HUD Correspondence Requirements

For appeals identified under 24 CFR 578.35 requiring submission of evidence to the CoC:

- All correspondence to the CoC must be directed to the CoC-designated Collaborative Applicant.
- All correspondence submitted to HUD on behalf of the CoC must come from the CoC-designated Collaborative Applicant.

If the CoC authorizes another entity to respond on its behalf, the CoC must notify HUD by emailing:

snapsappeals@hud.gov



2026 CoC NOFO Local Evaluation Process: Appeals Forms

Name of Agency and Project:

Program/Project Address:

Funding Type (Select all that apply):

DV Bonus:

CoC Bonus:

Renewal:

Reallocation:

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