

2017 Alameda County HUD CoC NOFA Appeals Process

A. What can be appealed

An Application that was:

1. Not evaluated according to the published local NOFA process **AND/OR**
2. Evaluated in a way that violates federal regulations **AND**
3. **The adjustment of scores has the possibility of changing in which Tier an Applicant project is ranked¹ OR** whether an Applicant project is included in the package at all

B. What is not eligible for appeal

1. Errors or omissions by project Applicants
2. Projects that do not meet threshold
3. Dissatisfaction with Project's scores
4. Need for funds
5. Appeals submitted after stated deadline.

C. Appeals Process:

1. NOFA Committee/EveryOne Home will release the first Rating and Ranking list, including dollar amounts and point scores, on 9/13/2017.
2. In the unlikely event of a mathematical error, Applicants must report the issue to EveryOne Home within 48 hours of release of the Rating and Ranking list, for the error to be corrected. The rating and ranking list and scores will be reissued with the appropriate corrections at the time of the release of the final Rating and Ranking list.
3. Applicant projects have from the time of the release of the initial Rating and Ranking list on 9/13/2017 through the close of business day (CBD) on 9/15/2017 to register any appeals via email. Appeals and any supporting documentation as indicated below (item 5) should be emailed to info@everyonehome.org.

¹ **The adjustment of scores has the possibility of changing in which Tier an Applicant project is ranked:** this includes any Project who meet Appeals Criteria #1 and/or #2, and its initial Rating and Ranking score appears very close to the end of Tier 1, and can be moved down to Tier 2 as a result of scoring post appeals.

4. All appeal requests will be confirmed via email within one (1) business day of submission. All appeals submitted before the deadline will be posted to the EveryOne Home website within 24 working hours of the deadline. All Applicant projects who wish to submit appeals will be subject to this deadline. There will not be a second round of appeals.
5. Agencies will need to provide, in writing and with supporting examples/ backup documentation, specific sections of the Application on which the appeal is based, and/ or sections or examples where local guidelines or regulations were violated.
6. The appeal's request must specify facts and evidence sufficient for the Appeals Panel to determine the validity of the appeal (see What can be appealed, Page 1). Appealing projects will be limited to the grounds raised in the original appeal, and only on items/attachments that were included in the initial project's Application.
7. The Panel will have up to 9/18/2017 to review all submitted appeals and back up documentation.
8. A final Rating and Ranking list reflective of any changes generated by appealing projects will be issued by EveryOne Home staff, and published on the EveryOne Home website on 9/19/2017.
9. The HUD NOFA Committee will approve and finalize the final Rating and Ranking list.