

## Alameda County HUD CoC 2018 NOFA Competition Appendix A

### 2018 Alameda County HUD CoC Appeals Process

The NOFA Committee has developed a formal Appeals process for the HUD CoC NOFA local competition, which was approved by the HUD CoC Committee on June 20, 2017.

What can be appealed: An application that

- a. Was not evaluated according to the published local NOFA process AND/OR
- b. Evaluated in a way that violates federal regulations AND
- c. The adjustment of scores has the possibility of changing in which Tier an Applicant project is ranked OR whether an Applicant project is included in the package at all.  
**Note:** this includes any Project that meet Appeals Criteria #a and/or #b, 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.

2) What is not eligible for appeal:

- a. Errors or omissions by project Applicants
- b. Projects that do not meet threshold
- c. Dissatisfaction with Project's scores
- d. Need for funds
- e. Appeals submitted after stated deadline

3) Process:

- a. NOFA Committee will release the first Rating and Ranking List on Friday, August 31st 2018, including dollar amounts and point scores.
- b. 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.
- c. Applicant projects have from Wednesday, September 5, 2018 through the close of business day (CBD) on Friday, September 7, 2018, to register any appeals via email. Appeals and any supporting documentation should be emailed to [info@everyonehome.org](mailto:info@everyonehome.org). 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.
- d. 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.
- e. 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.

- f. 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 above). 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.
- g. The Panel will have until Tuesday, September 11, 2018 to review all submitted appeals and back up documentation.
- h. The HUD NOFA Committee will approve and finalize the final Rating and Ranking List on Thursday, September 13, 2018.
- i. 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 Friday, September 14, 2018.