

# Northwest MN CoC

## Local Appeal Process

Applicants have the right to appeal their score, ranking, and/or funding amount through the Northwest Minnesota Continuum of Care (NW CoC) local appeal process. The appeal process occurs after the public release of the initial project ranking list but before the final project ranking list is submitted to HUD.

The initial project ranking list will be released approximately 30 days prior to the national CoC Competition deadline or as directed by HUD in the current fiscal year NOFO.

### **Types of Appeal**

Applicant agencies that can appeal include those applications that:

- a) are unranked,
- b) dispute their scoring,
- c) dispute their ranking, or
- d) disagree with the Ranking and Review Committee's decision to reallocate some or all of their funding.

### **How to File an Appeal**

- Projects wishing to appeal must submit a written appeal letter to the NW CoC NOFO contact person.
- An appeal letter and any relevant evidence must be submitted for each project being appealed.
- Email the appeal letter to contact identified in the Scoring & Ranking Notice.
- All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered.

### **Appeal Timeline**

- Appeal letters and supporting evidence are due to the identified CoC contact no later than the date stipulated by the Scoring and Ranking Notice.
- All agencies filing an appeal must be prepared to rapidly respond to requests from the Appeal Committee.
- The Appeal Committee will inform appealing agencies of its decision no later than the date stipulated by the Scoring and Ranking Notice.

### **In-Person Session**

After review of the information submitted, the Appeal Committee will invite applicants to an in-person or online meeting with the Appeal Committee. At this meeting, applicants will have an opportunity to further discuss the reason for their appeal.

### **The Appeal Committee**

The Appeal Committee will be made up of three (3) NW CoC members. Two members will not have participated on the original Ranking & Review Committee. One committee member must be a member of the original Ranking & Review Committee.

No member of the Appeal Committee may have a conflict of interest with any of the agencies applying for funding and must sign a conflict of interest statement.

The role of the Appeal Committee is to read and review only those areas of the application that are being appealed. The Appeal Committee makes recommendations to the Ranking & Review Committee on any final adjustments to ranking based on the appeal process. The NW CoC Governance Board makes final decisions on all project funding and ranking recommendations.