



### **NC 516 Re-Allocation and Agency Appeals for Continuum of Care and Emergency Solutions Grant**

The Northwest Continuum of Care (NC 516) strives to create a fair, open and transparent process for notification, distribution, and allocation of both federal and state funds. The NC 516 Steering Committee, the NC 516 Governing Board, is comprised of representatives from key stakeholders, persons with lived experience, and community members within the Continuum of Care's geographic area. The Steering Committee is charged with facilitating, coordinating and recommending funding of all project applications submitted during a request for proposals time period for Emergency Solutions Grant (ESG) and during the Notice of Funding Opportunity (NOFO) for Continuum of Care (CoC) funds. Steering Committee members and all CoC sub-committees must adhere to the Ethics and Conflict of Interest Policy in the NC 516 bylaws while engaging in all business of the CoC to ensure fairness and transparency. All projects that have been re-allocated, reduced, or not included in the NC 516 Regional Application or the CoC Consolidated Application, have the opportunity to appeal the Steering Committee's decision. Recommendations for funding, re-allocation, reduction and/or rejection are based on publicized criteria and scoring during each request for proposal and are designed to support a cost effective and efficient system approach that addresses the needs of the community and the project participants.

The following appeals process for providers applies only to ESG and CoC funds applied for and administered by NC 516 Continuum of Care for all homeless services, housing assistance, Homeless Management Information System (HMIS) funds and Homeless Prevention programs. Provider and consumer appeals relate to all projects and policies under the CoC and are covered by the NC 516 Provider and Participant Grievance Policy in these Written Standards.

#### **Providers Not Funded/Underfunded**

Providers who have applied for ESG or CoC funds and have either not been funded, not funded at their full request, in the CoC Consolidated Application or ESG Regional Application, can appeal the Steering Committee's decision in writing by filing an appeal in within 2 business days of receipt of the notification from the Steering Committee /Vice Chair with the following information:

1. Funding information
2. Decision or action being appealed
3. Basis for the appeal
4. Details of the adverse impact on the provider

Written appeals should be sent c/o the CoC Lead to: The NC 516 Steering Committee at: P.O. Box 309, 338 Brook Hollow Road, Boone NC 28607 or emailed to [Director@HospHouse.org](mailto:Director@HospHouse.org).

Appeals will be reviewed by the Steering Committee within 5 business days of the appeals deadline and a response issued to the provider in writing within 5 business days following the decision.

### **Project Ranking for Priority Listing Appeals Process**

The Northwest Continuum of Care (NC 516) strives to create a fair and transparent process for notification, distribution, and allocation of funds for new projects/activities and renewal grants for both federal and state funds. The NC 516 Steering Committee may recommend that some applications should not be included in the Consolidated Application Priority Listing, ranked lower, or that some renewal projects should be partially or fully reallocated to existing or new applicants to ensure an efficient and effective delivery of services and housing opportunities across the region that align with community need and priorities. To ensure fairness in this process, these projects will have the opportunity to appeal the Steering Committee's decision.

Who may appeal:

- New applicants whose projects were not included in the NC 516 project Priority Listing.
- Renewal applicants whose projects were partially or fully reallocated

How to appeal:

- Applicants must submit a letter on agency letterhead, signed by a director-level position, within 2 business days of the written notification outside of *esnaps* of the projects reduction, ranking or rejection. No appeals will be considered after the 2 business day deadline.
- Appeal letters must be emailed as PDFs to [Director@HospHouse.org](mailto:Director@HospHouse.org)

Appeal letters must present additional information or explain extenuating circumstances that address the deficiencies in the project application. Letters requesting an appeal without additional information in writing will not be considered by the Steering Committee.

The Steering Committee will consider each appeal and decide whether to amend the Project Priority Listing in the Consolidated Application for NC 516.

In the event the Steering Committee decides to amend the Project Priority Listing after appeals are made and include a project application or revise the Project Priority Listing, the NC 516 Priority Listing will be re-approved by the Steering Committee following written instructions on re-submission in *esnaps* to the appellee.