Fredericksburg Regional CoC
FY2025 VHSP Appeals Process

Appeals can be made by applicants who have specific concerns regarding the review and scoring of their applications or by CoC members who feel that they were unfairly left out of the funding process.

Applicant appeals will only be considered in cases where applicants have material concerns specific to the review and scoring of their application. Applicant appeals specific to ranking or funding allocation recommendations will not be considered. (See "Eligible Appeals" below.) All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application by the applicant cannot be appealed.

Upon receipt of a notice of appeal, an Appeals Committee, composed of three members of the CoC Board and one member of the Funding & Performance Committee (non-voting), will be formed. The voting members of the Appeals Committee will not have reviewed the project application seeking appeal review or have a conflict of interest with any of the agencies applying for the applicable funding. The Appeals Committee will review each appeal to determine whether the appeal meets the eligibility criteria stated below. The Appeals Committee will review only those areas of the application that are being appealed. The recommendation of the Appeals Committee will be final.

Eligible Appeals

Applicants may appeal if they can:

- Prove their score is not reflective of the application information provided; or
- Describe bias or unfairness in the process, which warrants the appeal; or
- Document a compelling organizational necessity not specifically described elsewhere in this document.

CoC members may appeal if they can:

- Demonstrate that they were unfairly left out of the funding process

Appeals Process

1. The appeals process and deadline will be included in the local NOFA and posted on the CoC website.

2. CoC staff will notify each applicant in writing of the Funding & Performance Committee's recommendation to accept and rank, reject, or reduce their project application(s), and will share the completed scoring sheet for each project application with the project applicant. CoC staff will also include specific instructions regarding the point of contact and deadline for appeals.

3. All notices of appeal must be submitted to the point of contact by the publicized deadline for appeals. Receipt of the notice of appeal will be confirmed in writing within 24 hours.

4. The notice of appeal must include a written statement specifying in detail all grounds asserted for the appeal. The appeal must be submitted by an individual authorized to represent the

agency and must include the specific sections of the application on which the appeal is based. The appealing agency must specify facts and evidence sufficient for the Appeals Committee to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why the information provided was adequate to gain additional points.

5. The Appeals Committee will review and evaluate all notices of appeal and determine whether or not each appeal meets the CoC requirements to make an appeal.

6. All eligible appeals will be read, reviewed, and evaluated by the Appeals Committee within 48 hours of the deadline for appeals.

7. The Appeals Committee will provide a determination on the appeal, and a written summary of the determination will be provided to the appealing applicant and the Funding & Performance Committee within 24 hours of the decision. The recommendation of the Appeals Committee will be final.

Appeals Point of Contact and Deadline

Appeals must be submitted via email to funding@fredericksburgcoc.org by **March 25, 2024 at noon.**

Any questions about the appeals process can be directed to funding@fredericksburgcoc.org.