

Indianapolis Continuum of Care Program Competition Appeal Process **Approved by the Blueprint Council March 20, 2017**

All Continuum of Care (CoC) Notice of Funding Availability (NOFA) Program Competition application proposals submitted that meet threshold requirements will be reviewed, scored and ranked by the Indy CoC Program Application and Technical Assistance (PATA) committee. Upon completion, this information will be posted to the Indianapolis CoC website and all contact persons noted on the application will be notified by e-mail. Appeals will only be considered in cases where applicants have material concerns specific to the scoring of any section of their application, or the policy of the CoC was incorrectly applied by the PATA committee (Please see Performance Scoring Policy). All appeals must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed. Appeals specific to the ranking or funding recommendation will not be considered.

The Appeals Committee will be made up of three (3) members of the Blueprint Council and one (1) non-voting member of the Program Application and Technical Assistance Committee. The voting members of the Appeals Committee will not have reviewed the proposals seeking appeal or have a conflict of interest with any of the agencies or proposals applying for HUD COC funding. The role of the Appeals Committee is to read and review only those areas of the application that are being appealed. The decision of the Appeals Committee will have full endorsement of the Blueprint Council and will be final.

If an applicant's appeal is denied and that applicant chooses to withdraw from the Indy CoC application process in favor of submitting an application directly to HUD as outlined in the NOFA and meets the requirements therein, it is recommended the applicant report their intention to do so to the Chair of the Blueprint Council for the purpose of a more coordinated community-wide effort.

PROCESS

Within one week of receipt of the HUD CoC Program Competition NOFA, the chairs of the Blueprint Council and PATA will select the three-member Appeals Committee with a minimum of one alternate member meeting the criteria set forth above. Meeting(s) of the Appeals Committee will be scheduled (to be used if needed) at the time of selection to insure an orderly process and meet all the deadlines of the NOFA.

1. A preliminary scoring of the NOFA applications will be posted to the Indy CoC website within 30 days of the official NOFA announcement. The appeals process will also be listed with the time, date and deadline to submit an appeal.
2. An e-mail will be sent to all persons identified on each submitted application advising that the scores have been posted.

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3. All notices of appeal must be submitted electronically to information@indycoc.org. A return receipt will be sent electronically to notify receipt of the appeal.
4. The notice of appeal must include a written statement specifying in detail each one of the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director) and must include (highlight and cite) the specific sections of the application or policy 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 or policy being appealed and must also clearly explain why the information provided is adequate to gain additional points.
5. All valid appeals will be read, reviewed and evaluated by the Appeals Committee and the agency making the appeal will be invited to represent their appeal in front of the Appeal Committee.
6. The Appeals Committee will deliberate and inform the Blueprint Council and the PATA Committee Chair as to the outcome of the appeals process. If the appeal is successful, the finding of the Appeals Committee will go back to the PATA Committee for consideration to make any needed changes to the ranking and priority listing for the NOFA application.
7. The Final Funding List will be submitted for consideration and approval of the Blueprint Council by the PATA committee and will be posted to the Indy CoC website upon Blueprint Council approval.
8. Agencies will receive, in writing from the collaborative applicant, the appeal decision prior to CoC Program Competition NOFA application submission.