

Prince William Area Continuum of Care July 2016

Appeals Policy

For applications not recommended for funding by the CoC, the applicants will have two business days from the date of the CoC meeting in which funding decisions were made to submit an appeal to DSS via email (by COB). For example: Monday (meeting) – Wednesday (appeal submitted); Tue-Th; Wed-Fri; Th-Mon; and Fri-Tue.

DSS will organize an appeals panel that will consist of three persons of whom two will be from the DSS Advisory Board and at least one from the PWC Office of Management and Budget. This will be done within two business days after receiving the appeal.

The Appeals Panel will review the letter(s) of appeal and meet with the applicant(s) and a member of the Ranking Committee. Each applicant and Ranking Committee member will have no more than ten minutes each to present their appeal or decision not to fund to the panel. If necessary, one Appeals Panel members may be present via conference call. At least two panel members must be physically present. DSS will have one business day after the appeal hearing to inform applicant(s) of appeal group decision.

If the decision of the CoC is upheld by the Appeals Panel, the grant application timeline resumes. If the decision of the CoC is recommended for changed by the Appeals Panel, DSS will evaluate the project and make a final project funding decision based on HUD regulations.