GUILFORD COUNTY CONTINUUM OF CARE

Working to End Homelessness in Guilford County

APPEALS PROCESS

The NC-504 Continuum of Care System Performance and Evaluation Committee (SPEC) may recommend that some new and/or renewal applicants not be included in the final CoC Consolidated Application to HUD or the Regional Application to the NC Department of Health and Human Services (NC DHHS). To ensure fairness, these projects will have the opportunity to appeal the NC-504 SPEC decision.

Who May Appeal: New or renewal applicants whose projects were not included in the final slate of CoC Project Priority Listing or ESG Project Applications and approved for submission to NC DHHS may appeal.

How to Appeal:

1. Applicants must submit a letter of appeal signed by an applicant agency's authorized signature with any relevant supporting documentation within a timeframe to be designated by the CoC.

2. Appeal documentation should be submitted to the CoC Chair by the deadline to infoCoC@guilfordcountync.gov.

3. The CoC Chair will develop an Ad Hoc Committee to include the SPEC Chair or SPEC Vice Chair and individuals with no conflict of interest.

4. Appeals submitted after the published deadline will not be considered.

5. Appeals must present evidence that shows the SPEC made a clear error, did not follow the advertised process, engaged in discriminatory activity, had a conflict of interest, or the grantee experienced extenuating circumstances.

6. Appeal letters must also address deficiencies in the Project Application.

7. All CoC or ESG Project Applications are scored and chosen based on information submitted by the deadline; additional information or explanations to address programmatic deficiencies or missing documentation will not be accepted as part of an appeal.

8. The Ad Hoc Committee will consider each appeal and decide whether to overturn its decision to exclude the project as part of the final application slate.

9. If the Ad Hoc Committee decides to overturn the decision to exclude the project as part of the final application slate after reviewing appeals, the decision and its reasons must be approved by the CoC Board of Directors.

10. Guilford County NC-504 staff will email final decisions on appeals to Project Applicant agencies following a meeting by the CoC Board to consider the Ad Hoc Committee decision on appeals.

Appeal Decisions: The Ad Hoc Committee will carefully review each eligible appeal request. The Ad Hoc Committee may, but is not required to, overturn its original decision for the Project Applicant filing an appeal in the following situations:

1. The Ad Hoc Committee mistakenly used false or significantly incomplete information to make decisions and additional information presented as part of the appeal letter addresses the deficiencies in the application.

2. The Ad Hoc Committee or the CoC did not follow the competition process as advertised or took steps that are not allowed by HUD or NC DHHS policy.

3. If an appeal is filed that shows a member of the Ad Hoc Committee has a conflict of interest that affected the Ad Hoc Committee decision or a member or members of the SPEC discriminated against the applicant due to the applicant's race, ethnicity, religion, national origin, sexual orientation, gender, gender identity, disability, or familial status, the AD Hoc Committee must conduct a new full review of the application that does not include the member or members with conflicts of interest or who engaged in discriminatory behavior.

The Ad Hoc Committee will not consider appeals that present information that applicants simply neglected to include in original applications, except in extenuating circumstances. An example of an exception would be if the deficiencies in the Project Application would not affect long-term viability or performance of the project, such as a delay in application submission caused by an act of god or other major event beyond the control of the applicant.