



Yakima County Continuum of Care Appeals Process 2017

Introduction

Decisions of the CoC Board are based on the recommendations of the Rank and Review Committee. The Board should consider if the process was followed:

- Properly trained on the HMIS Rank and Review Tool
- Avoided conflict of interest
- Followed Scoring parameters defined by the Criteria Committee

If the Board finds the committee followed the approved process, the board should approve the recommendation from the Rank and Review Committee.

If the Board finds the committee did not follow all the approved process, it should reject, or remand for further review to an Appeals Committee.

This process is for any renewal CoC Project Applicant that wishes to appeal the funding and ranking decisions of the CoC Board. All notices of appeal must be based on the original information submitted by the applicant agency as part of the annual funds allocation process. No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the Appeals Committee will be final. The Appeals Committee will consist of three representatives of the CoC Board (Homeless Planning and Policy Council), with input from the Yakima County Continuum of Care chair. The Committee members will not have participated in the deliberations and decisions of the Yakima County Continuum of Care Rank and Review Committee nor have a conflict of interest with any of the agencies applying for McKinney-Vento CoC funding. The role of the Appeals Committee is to read and review only those areas of the application that are being appealed.

Process

1. A McKinney-Vento CoC Project Priority funding list is e-mailed to all applicants after the conclusion of the initial funds allocation process.
2. Each applicant will have three (3) business days after the date of the e-mailing of the Project Priority funding list to request copies of their score sheets and any other factors which determined the rankings. This information will then be sent by e-mail to the requesting applicants. Please contact the McKinney Vento CoC Coordinator at 509-574-1550.
3. Any applicant may report any discrepancies in their score sheet or other project information to the McKinney Vento CoC Coordinator at 509-574-1550, for the purpose of avoiding such errors in scoring in future years. However, such report will not constitute an appeal. Evaluation and scoring information will be provided to each renewal applicant before the preliminary ranking is made, so that discrepancies and errors can be reported and corrected.
4. Eligible Appeals are for:
 - a. any Renewal Project that is not fully funded;
 - b. any Renewal Project that is ranked in Tier 2 of the Project Priority List (in which the applicant's funding may be at risk).
5. The CoC Project Priority List will indicate which applications fall into these categories, or are potentially affected if other applicants should have successful appeals, at the time the list is made available. Because decisions based on any appeals are interrelated, all appeals by affected or potentially affected applicants will be considered concurrently rather than in multiple rounds.

6. Any and all appeals must be received in writing five (5) business days after the Project Priority List was made available. They must be submitted to McKinney Vento CoC Coordinator at 509-574-1550 or 311 N 4th St #204, Yakima, WA 98901
7. The notice of appeal must include a written statement specifying in detail each and every 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 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 is adequate enough to gain additional points.
8. The Appeals Committee will review and evaluate all eligible notices of appeal and decide whether or not the appeal has any validity based on the appeals policy.
9. Agencies will receive, in writing, the decision of the Appeals Committee within five (5) business days after the end of the appeal period. The decision of the Appeals Committee will be final.

A final Project Priority List will be made available no later than five (5) days before the HUD submission deadline.

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