



## **SARAH Policy Statement**

### **Grievance and Appeal Process**

Provisions at 24 CFR 578.9 require CoC's to design, operate and follow a collaborative process for the development of an application in response to a NOFA issued by HUD. As part of this collaborative process, CoC's must implement internal competition deadlines to ensure transparency and fairness at the local level.

Any project applicant that submits a project that was rejected by the CoC in the local competition must have been notified in writing by the CoC, outside of e-snaps, with an explanation for the decision to reject the project(s).

The Appeals Process outlined below is a statement to eligible organizations. SARAH is committed to fairness and openness in the HUD CoC funding process.

Except for the amount of the HUD CoC allocation available to **SARAH** and cost eligibility, the Local Board is the primary decision-maker in the review process.

1. The Independent Review Team will review all applications and make project ranking recommendations to the SARAH Board.
2. The SARAH Board will make the final rankings and notify all project applicants no later than 15 days before the application deadline regarding whether their project applications would be included as part of the CoC Consolidated Application submission and the approved community ranking.
3. If their application was rejected, or if the applicant is unhappy with their ranking position, applicants have 3 calendar days from the ranking announcement to make a formal appeal. If they wish to do so, they must notify the SARAH Executive Director, in writing, of the appeal with specific reasons why the applicant believes the project was unfairly rejected or ranked.
4. The SARAH Executive Director will notify the SARAH Board of the appeal and a conference call will be held to discuss if the appeal has merit based on the criteria in 24 CFR 578.35. At least two Board members must participate in the call.
5. If it is determined that the appeal does not have merit, the applicant will be notified in writing. If it is determined that the appeal does have merit, the SARAH Board President and an additional board member selected by the President will hear the appeal within 3 days and make a final determination. The applicant will be notified in writing within 3 days of the appeal decision.
6. Project applicants whose project was rejected may appeal the local CoC competition decision to HUD if the project applicant believes it was denied the opportunity to participate in the local CoC planning process in a reasonable manner by submitting a Solo Application in e-snaps directly to HUD prior to the application deadline.