

## Homeward Appeals Process

### Background

Funding decisions made by the Homeward Board (formerly known as the Polk County Continuum of Care Board) are based on recommendations of the designated Homeward Grant Committee following a process whereby the staff and Grant Committee review funding applications, verify funding criteria, and review supporting documentation in advance of the funding decisions. From time to time, applicants may disagree with a decision or recommendation by the Homeward Board. These applicants may disagree with funding recommendations/decisions that may negatively affect their organizations, programs and/or clients. The Homeward Board has developed a policy and process for applicants to appeal such decisions.

An applicant may submit an appeal to the Homeward Board under the following conditions:

#### 1) Projects

Applicants denied funding, awarded funds, or recommended funds in an amount that is less than applied for or requested under a federal NOFO (Notice of Funding Opportunity) or government or local request for proposal (RFP) may file an appeal with the PCCoCB only under the following circumstances:

- a. The staff or review team overlooked critical information about the project contained within the application that would have caused the project to meet the feasibility threshold and/or be scored as a successful application. The applicant cannot submit any additional information at this point.
- b. There was evidence of indisputable capricious lack of fairness in evaluating and scoring the application.

If an applicant can meet the criteria specified within either paragraph 'a' or paragraph 'b', they may file an appeal in writing to:

Angie Arthur  
Executive Director  
Homeward  
505 5<sup>th</sup> Avenue, Suite 1000  
Des Moines, IA 50309  
[www.homewardiowa.org](http://www.homewardiowa.org)

Process and Timeline:

An applicant who wishes to appeal must submit a written request for the appeal. The request must be received in the Homeward office within five calendar days of the date of the notice of the decision. The letter must clearly state the reasons for the appeal and specify all issues being contested. No new information may be added to the application during the appeal process.

The Chairperson of the Homeward Board will appoint a committee within three calendar days of receiving the request for an appeal. A date to review the information and meet with the appellant will be scheduled within three calendar days of the committee being appointed. A written decision will be submitted to the Homeward Board for action on the next regularly scheduled Homeward board meeting. Under no circumstances will the final decision by the Homeward Board be made more than thirty calendar days after the request to appeal is filed.

A pending appeal regarding funding will not delay funding to other applicants who were awarded funds. The amount of a full or partially funded application resulting from an appeal will be deducted from the next funding cycle.