

Ocean County Homeless Prevention and Assistance Coalition

Appeals Policy

Appeals Committee Membership

The appeals committee shall be made up of at least 3 and not more than 5 non-conflicted individuals in Ocean County. The Ocean HPAC full membership committee shall appoint one member to the Appeals committee. The Ocean HPAC Executive Board shall appoint one member to the Appeals Committee. The HPAC Lead Agency shall appoint one member to the Appeals committee. Appeals committee members must be appointed during the November or December Executive Committee and Full Membership Committee meetings in each calendar year.

Types of Appeals

Agencies that have been denied funding or received reduced funding through the local selection process may appeal the decision of the review committee. Agencies may submit appeals under the following circumstances:

- Participation in planning process – applicants may submit an appeal if they were denied the ability to fully participate in the HPAC Planning process
- Compliance with local selection procedures – applicants may submit an appeal if the local review committee failed to comply with the local selection procedures as identified in the HPAC policies and procedures document
- Compliance with rating & ranking tool – applicants may submit an appeal if the local review committee failed to comply with the review and ranking process approved for the HPAC selection process
- Notification – applicants may submit an appeal if the review committee fails to properly notify the applicant during each phase of the local selection and review process

Appeals process

An appeal letter must be received by the HPAC Lead Agency within 3 business days from the delivery of the notification letter by the HPAC Lead Agency. The appeals letter must include the following information:

- Project name and requested amount
- Type of appeal
- Justification and/or evidence supporting the appeals request

Appeals letters may be submitted by email, fax or by mail to the HPAC Lead Agency. Letters must be received by the HPAC Lead Agency

The HPAC Lead Agency will have 3 business days to notify the appeals committee and the HPAC review committee of the submission of an appeal letter. The appeals committee must receive notification and copies of the initial appeals letter within 6 business days of the A copy of the appeals letter will be sent to both the Appeals committee and the review committee.

Ocean County Homeless Prevention and Assistance Coalition

The HPAC review committee shall have 3 business days to draft a letter in response to the applicant appeals letter. The HPAC response letter will be submitted to the HPAC Lead Agency. The response letter shall include the following:

- Copy of the local selection policy and procedures
- Copy of the effective review & rank tool
- Copies of all correspondence during the selection process
- Response to applicant appeals letter
- Additional evidence determined necessary to support the review committee decision

The Appeal Committee shall have up to 5 business days to review the letters submitted upon receipt of the response letter from the HPAC review committee. The Appeal Committee shall be empowered to request additional information from the agency submitting the appeal and/or from the HPAC review committee. If deemed necessary, the Appeal Committee shall set a date for a hearing which shall be held within 14 business days of the receipt of the HPAC response letter. The Appeal hearing shall include Appeal Committee members, one representative from the HPAC Review Committee, and one representative from the agency submitting an appeal. Upon hearing from both the review committee and the agency, the Appeal Committee shall make a final determination regarding funding decisions. Final notification shall be sent to the appealing Agency and the HPAC Executive Committee in writing no more than 5 business days after the Appeals hearing. Determinations by the Appeals Committee shall be final.

All documents related to any appeals proceedings must be kept for a minimum of 5 years by the CoC Lead Agency.