



ECHO Continuum of Care NOFA Appeal Policy and Procedures

Provisions at 24 CFR 578.9 require CoCs to design, operate and follow a collaborative process for the development of an application in response to a NOFA issued by HUD. ECHO, per its role as the Collaborative Applicant for the Continuum of Care (CoC) Notice of Funding Availability (NOFA) competition, will ensure a consistent appeals policy and procedure.

Policies:

- An appeal can only be made by an applicant regarding the scoring of its own application.
- Any discrepancies or errors found by applicants maybe reported to ECHO and such corrections will not constitute an appeal.
- Eligible Appeals: Any project that is either one of the three: 1) not funded or receives less funding than the amount in the application; 2) a renewal project that is ranked in Tier 2 of the CoC application (in which the applicant's funding may be at risk); or 3) falls into the bottom portion of Tier 1 that equals the Tier 2 amount may appeal the application's score or ranking.

Ranking Process:

- After HUD releases the Continuum of Care (CoC) NOFA, ECHO will establish and publish a timeline outlining project application deadlines.
- Per HUD requirements, applicant organizations will be informed no less than 15 days prior to the NOFA deadline regarding whether their project application will be included as part of the Consolidated Application submission (and therefore part of the final ranking).
- Applicants submitting a project for CoC funding that was rejected or reduced during the local competition process will be notified in writing by ECHO, outside of e-snaps, with an explanation for the decision to reject the project or reduce funding of the project.
- Prior to the submission of the CoC NOFA, IRT will present the preliminary ranking to Membership Council, who will approve a final ranking.
- After the adoption of the final ranking by Membership Council all applicants will be notified by email of the final ranking.

Appeal Procedures:

- Applicants will have three (3) business days to appeal after being notified by email of the final ranking by Membership Council.
- An appeal must be in the form of a letter on the applicant's agency's letterhead and



- must clearly state the reasons for the appeal and specify all issues being contested. The appealing agency must specify facts and evidence sufficient for the Appeal Committee to determine the validity of the appeal.
- The ECHO Membership Council will appoint no fewer than three (3) non-conflicted Membership Council members to an Appeals Committee. The IRT Chair shall appoint one member of the IRT to the Appeals Committee as a non-voting member.
 - All appeals will be read, reviewed and evaluated by the Appeals Committee.
 - The Appeals Committee will provide feedback to Membership Council regarding the appeal who will make the final determination of the appeal.
 - Agencies will receive, in writing, the appeal decision before the HUD CoC NOFA application submission deadline. ECHO will be responsible for ensuring that projects have received proper notice of all final funding decisions.
 - As prescribed by HUD, in the CoC NOFA, applicants may appeal the local CoC competition decision to HUD if the project applicant would like to further appeal the Membership Council's decision.
 - Applicants may ask ECHO for summary scoring information prior to the submission of the appeal letter. Individual IRT member scores will not be released to applicants.