

FY 2025 APPLICANT RIGHTS & GRIEVANCE FORM

Local Continuum of Care (CoC) Competition

SECTION 1 — APPLICANT RIGHTS IN THE FY25 LOCAL HUD COC COMPETITION

All applicants participating in the TX-700 CoC competition for HUD Continuum of Care Program funds have the following rights:

1. Right to Transparent Information

Applicants are entitled to timely access to all publicly posted competition materials, including:

- FY25 CoC NOFO timeline and deadlines
- Local scoring tools and ranking procedures
- Local reallocation and reduction policies
- Project review, threshold, and ranking criteria
- Required forms, templates, and guides
- All materials will be posted at:
www.homelesshouston.org → NOFO Competition Page

2. Right to a Fair and Consistent Review

- All applications will be evaluated using the **published FY25 TX-700 scoring tool**.
- Ranking decisions consider both:
 - Project score
 - FY25 HUD and CoC system priorities (e.g., 30% PH cap, Tier constraints, NOFO requirements).
- System-wide federal requirements (such as the PH cap or allowable project types) **cannot** be changed or appealed at the local level.

3. Right to Notification

Applicants will receive written notification of:

- Project score
- Tier placement
- Ranking
- Inclusion or exclusion from the final local Priority List
- Any reallocations or reductions affecting their project

4. Right to Grieve and Appeal

Applicants may file a grievance if they believe that:

- Published local competition rules were not applied consistently
- A scoring or ranking error occurred
- A conflict-of-interest affected review or scoring
- Required procedures were not followed

A grievance **cannot** overturn:

- Federal NOFO requirements
- HUD scoring policies
- The 30% Permanent Housing cap
- HUD project eligibility rules
- Steering Committee decisions made in accordance with published local policies

5. Right to an Impartial Review

- Any individual with a **Conflict of Interest (COI)** must be removed from:
 - Scoring
 - Reviewing
 - Making decisions about the applicant's project
- All COI determinations are documented.

SECTION 2 — GRIEVANCE & APPEAL PROCESS

STEP 1 — INFORMAL RESOLUTION ATTEMPT

Before submitting a formal grievance, the applicant must contact the: **Vice President, Homeless Response System (HRS)** to discuss concerns and attempt to resolve the issue informally.

Document:

- Date
- Issue raised
- Outcome

STEP 2 — SUBMIT FORMAL GRIEVANCE

If unresolved, complete **Section 3** of this form and submit it to:

- NOFO@homelesshouston.org
- Subject Line: **Formal Grievance – FY25 CoC Competition**

STEP 3 — STEERING COMMITTEE REVIEW

- The grievance will be reviewed by the **Steering Committee Chair** or **Acting Chair** without any conflict of interest.

- The review may include:
 - Examination of project scoring
 - Validation of ranking integrity
 - Review of documented procedures
- All decisions and COI actions are recorded.

STEP 4 — APPEAL OPTION

If the applicant disagrees with the outcome:

- A written appeal may be submitted within **24 business hours** of receiving the response.
- Appeals are reviewed by the Steering Committee Chair or designated Acting Chair (no COI).
- If no appeal is submitted within the window, the grievance is considered resolved.

SECTION 3 — FORMAL GRIEVANCE SUBMISSION FORM

Applicant Organization Name: _____

Applicant Representative Name: _____

Job Title: _____

Phone: _____ **Email:** _____

Organization Address: _____

Date of Verbal Response from VP of HRS: _____

Description of Grievance

(Attach supporting documents as needed)

Acknowledgment of Appeal Rights

I acknowledge that I may file an appeal within **24 business hours** of receiving a written response. If no appeal is submitted, the grievance will be considered resolved.

Applicant Signature: _____ **Date:** _____

SECTION 4 — FOR COC USE ONLY

Grievance Received By: _____

Date Received: _____

VP of HRS Review Completed: ☐ Yes | Date: _____

Steering Committee Chair / Acting Chair Review: ☐ Yes | Date: _____

Conflict of Interest Verification:

☐ No COI

☐ COI Identified — Reviewer Recused

Written Response Sent to Applicant:

☐ Yes | Date Sent: _____

Appeal Submitted: ☐ Yes ☐ No

Final Resolution Date: _____

Contact Information

Website: www.homelesshouston.org → NOFO Competition Page

Email: NOFO@homelesshouston.org

Phone: **713-739-7514**