

Greater Richmond Continuum of Care (GRCoC)

Coordinated Grant Appeals Process

The CoC Ranking Committee (“RC”) has established the following appeal process for coordinated funding applications.

Once the RC has reviewed and scored the applicants’ proposals, the results will be emailed to applicants’ points of contact listed in the application and/or letter of intent. The results will also be publicized in accordance with any funder requirements.

Applicants should note that scores reflect the individual program proposal as well as the relative strength of each program in comparison with other proposals for the same eligible activity and the need to ensure a strong collaborative network of homeless assistance programs across the entire geographic area of the Continuum of Care.

Applicants who have specific concerns regarding the review and scoring of their application may file an appeal. Appeals will only be considered in cases where applicants have material concerns specific to the review process and scoring of their application. Appeals specific to the funding recommendation will not be considered. (See “Eligible Appeals” below.)

All notices of appeal must be based on the information submitted by the application due date and the applicant’s in person presentation to the RC. No new or additional information will be considered. Omissions to the application by the applicant cannot be appealed.

An Appeals Committee will be formed composed of three members of the GRCoC Board and one member of the RC (non-voting.) The voting members of the Appeals Committee will not have reviewed the proposal seeking appeal review or have a conflict of interest with any of the agencies applying for the applicable funding. The Appeals Committee will review each appeal to determine whether the appeal meets the eligibility criteria stated below. The Appeals Committee will review only those areas of the application that are being appealed.

The recommendation of the Appeals Committee will be final.

Eligible Appeals:

Applicants may appeal if they can:

- Prove their score is not reflective of the application information provided; or
- Describe bias or unfairness in the process, which warrants the appeal; or
- Document a compelling organizational necessity not specifically described elsewhere in this document.

Ineligible Appeals

Applicants may not appeal if they:

- Disagree with the funding decision alone; or
- Introduce new information after the application deadline; or

- Omit required information in the original application; or
- Express general dissatisfaction without specific, process-based concerns.

Process

1. The results of the RC review and scoring will be emailed to applicants' points of contact listed in the application and/or letter of intent and posted pursuant to the funder's requirements. Specific instructions regarding the point of contact and the deadline for appeals will be included in this information.
2. All notices of appeal must be submitted electronically to the point of contact by the deadline publicized. Receipt of the notice of appeal will be confirmed within 24 hours.
3. The notice of appeal must include a written statement specifying in detail all grounds asserted for the appeal. The appeal must be submitted by an individual authorized to represent the agency and must include the specific sections of the application on which the appeal is based. The appealing agency must specify facts and evidence sufficient for the Appeals Committee to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why the information provided was adequate to gain additional points.
4. The Appeals Committee will review and evaluate all notices of appeal and determine whether or not the appeal meets the GRCoC requirements to make an appeal, as described in Eligible Appeals above.
5. All eligible appeals will be read, reviewed, and evaluated by the Appeals Committee within 48 hours of the appeal deadline.
6. The Appeals Committee will provide a determination of the appeal to the appealing applicant and the Ranking Committee.
7. The recommendation of the Appeals Committee will be final.
8. A written summary of the Appeals Committee's decisions will be provided to the appealing agency.