



Appeals Policy

Applicants may appeal the Butte Countywide Continuum of Care (CoC) Review and Ranking Committee decision through an appeal process. An appeal may be submitted if a scoring factor was missed or omitted or if a review procedure was not followed.

A) Ineligible Appeals

- Applicants may not appeal a late application submission.
- Applicants that have been found not to meet the threshold requirements are not eligible for an appeal.
- Appeals cannot be based solely upon the decision of the CoC Review and Ranking Committee.

B) All notices of appeal must be based on the information submitted by the application due date.

C) No new or additional information will be considered. Omissions to the application cannot be appealed. The decision of the CoC Executive Committee will be final.

The Appeal Process

1. Unless otherwise stated in the notice of funding documents, the appeal must be submitted to the Chair of the CoC Executive Committee within three (3) business days of the project ranking results being available on the CoC website: www.buttehomelesscoc.com. Appeals must be submitted to the CoC Executive Committee via email at buttecoc@buttecounty.net.

2. The appeal must include a written statement specifying in detail the grounds asserted for the appeal and must cite the law, rule, regulation or procedure on which the appeals is based.

- a. The notice of appeal is limited to one page, single spaced, in 12-point font and must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director).
- b. The appeal packet(s) must include the appeal, a copy of the original application and all accompanying materials submitted to the CoC Review and Ranking Committee; no additional information can be submitted.

3. All valid appeals will be read, reviewed and evaluated by the CoC Executive Committee.

- a. All applicants will be invited to make a 10-minute statement regarding the appeal.
- b. The CoC Executive Committee will review the rankings made by the CoC Review and Ranking Committee only on the basis of the submitted project application, the one-page appeal, any statements made during the appeal process, and the material used by Review and Ranking Committee members; no new information can be submitted by the applicant or reviewed by the CoC Executive Committee.

c. The decision of the CoC Executive Committee must be supported by a simple majority vote.

4. The appealing agency will receive, in writing, the decision of the CoC Executive Committee within two (2) business days of the CoC Executive Committee Meeting; the decision of the CoC Executive Committee will be final.