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| **[TN:504 Local Project Ranking & Review-Appeals Panel Overview and Requirements]** |
| *(For any project submitting an application for review either as a renewal or a new project.)* |

*If needed:*

1. Appeals Panel-Member list to be sent at a later date.

The Appeals Panel will sign a conflict of interest letter prior to reviewing any projects (new or renewal) to be kept on file with the Continuum of Care (CoC) lead (the Metropolitan Development and Housing Agency) for recordkeeping and can be requested at any time by any member of the community.

If an Appeals committee member fails to disclose potential conflicts of interest, any scoring or input received by the panel member will be completely pulled from all project and community ranking process.

If an applicant organization feels that a decision made by the CoC Governance Committee regarding the ranking, rejection, or funding level of their project was prejudicial, or unsubstantiated by project performance, the applying agency may file an appeal to be considered by a 3-member CoC Appeals Panel.

**The appeal must be based on one of the following:**

1. Agency did not receive information made available to other agencies;
2. Allegation of bias, fraud, or misuse of federal funds on the part of the Gaps Governance Committee;
3. Allegation that Gaps Governance Committee did not receive accurate information for proper scoring; and/or
4. Allegation of violation of federal guidelines.

The agency must notify the CoC Governance Committee in writing, on letterhead and signed by the director of the agency, and scanned/emailed to the MDHA Homeless Coordinator at: [stolmie@nashville-mdha.org](mailto:stolmie@nashville-mdha.org) with a copy to the CoC Governance Committee Chair, Erik Cole, at: [erik.cole@nashville.gov](mailto:erik.cole@nashville.gov) within three (3) (Wednesday August 31st, 2016 by 11:00 am) working days of the emailed notification of ranking & scoring decisions by MDHA staff (on Friday, August 26th, 2016 by 3:00 pm). ***Appeals will not be accepted if submitted after the 11:00 am deadline on August 31st, 2016.***

***This written appeal is not to exceed 1 page in length and must be signed by the Agency’s Executive Director on agency letterhead. Must quote one or as many as apply from the (4) reasons listed above as the project(s) reason for filing an appeal.***

The Homeless Coordinator will forward all submitted appeals to the Governance Committee Chair and the PEC-Appeals Committee on Wednesday August 31st, 2016. At the discretion of the appeals panel, a conference call may be scheduled with any projects appealing a decision made by the PEC on September 2nd. Agencies will be notified of time and conference call details. This call will not exceed 15 minutes per agency. The Appeals Panel will render its decision, in the form of a recommendation to the CoC Governance Committee, by September 6th.

Within two (2) working days of receipt of the recommendations from the Appeals Panel, the CoC Governance Committee will make the final decision regarding any and all appeals. These results will be transmitted to key staff at each appealing agency, within one (1) working day of the CoC Governance Committee making its final decisions.

Please Note: An appeal does not guarantee a project will be reinstated as an eligible competitive project. All findings and motions set forth by the Appeals Committee and those findings subsequently reviewed and approved by the CoC Governance Committee will be recorded in the meeting minutes. In addition, the accepted motion will be signed by the Appeals Committee and the chair of Governance Board and sent to the petitioning project.