

March 3rd, 2023

PUBLIC NOTICE

Monterey/San Benito Counties (CA-506) Continuum of Care

NOTICE OF FUNDING AVAILABILITY (NOFA)

**Homeless Housing Assistance and Prevention (HHAP)
Program Funds**



**NOFA can be accessed at chsp.org in the CoC
Funding/HHAP section**

The deadline for submitting applications is 5:00 p.m. on **April 13th, 2023**. Applications received after the deadline will not be considered.

Questions

Contact Kai Reynolds at 831-204-7840 or kreynolds@chsp.org

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PROGRAM DESCRIPTION

The Leadership Council, which serves as the Continuum of Care (CoC) Board, is pleased to announce the availability of Homeless Housing Assistance and Prevention (HHAP) Program grant funding. HHAP is a block grant program designed to provide immediate and direct assistance to those impacted by the homeless crisis in Monterey and San Benito Counties. The HHAP statute mandates that 50 percent of the awarded funds must be contractually obligated by May 31, 2024. Additionally, 100 percent of the funds must be expended by June 30, 2026.

ADMINISTRATOR

The administrator of the funds is an “Administrative Entity (AE)”. An AE means a unit of general purpose (government or a nonprofit organization) that has previously administered Department of Housing and Urban Development (HUD) Continuum of Care funds as the collaborative applicant pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations that has been designated by the Continuum of Care to administer program funds. The Leadership Council has designated the Coalition of Homeless Services Providers (CHSP) to serve as Administrative Entity for the CoC HHAP process. As outlined by HHAP mandate, county governments have their own allocations for which they serve as the AE. For more information on county RFP processes, please refer to county websites.

SCHEDULE OF EVENTS

RFP & Application Released	Friday, March 3 rd , 2023
Public Notice Period	March 2020-April 2023
Mandatory Bidders Conference	March 9 th , 2023
Letters of Intent Due	March 17 th , 2023
Applications Due	April 13 th , 2023
Review Period	April 14 th – April 18 st 2023
Rank and Review	April 19 th & 20 th 2023
Leadership Council Approval	April 26 th , 2023
Projects Notified	May 1 st , 2023 or April 21 st
Appeals Due	May 3 rd 2023
Appeals Committee	May 4 th , 2023

DEADLINE

The deadline for submitting applications to CHSP is 5:00 p.m. on April 13th, 2023. Applications received after the deadline will not be considered.

MANDATORY BIDDERS CONFERENCE

A **mandatory** workshop will be held from 3:00 to 4:30 p.m. on March 9th, 2023 virtually to assist applicants with the application process. Applications received from organizations that do not attend the Bidders Conference will not be considered for funding.

FOR FURTHER INFORMATION

The NOFA will be available for download and the link to the LOI on March 3rd at <https://chsp.org/continuum-of-care/coc-funding/homeless-housing-assistance-and-prevention-hhap/>. For information on the NOFA process, please contact Kai Reynolds at (831)204-7840 or email: kreynolds@chsp.org. CHSP staff will be able to provide general clarification on the content of this NOFA, but will not provide assistance to any applicant in preparing project proposals.

ELIGIBLE APPLICANTS

Eligible applicants for this funding opportunity will be accepted from any legally constituted entities that meet the following minimum eligibility requirements:

- Applicant must meet all licensing requirements that apply to its organization. Applicant must license, report and pay taxes to the State or Local Business License Entity, if they are required by the laws of those jurisdictions;
- Applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments;
- The applicant's status as a legal entity must be in good standing and must not have been revoked in the previous 3 calendar years;
- Applicant must be:
 - Incorporated as a private non-profit corporation by the State of California and must have been granted a 501 (c) (3) tax-exempt status by the United States Internal Revenue Service, the applicant's tax-exempt status must be in good standing and must not have been revoked in the previous calendar year, OR;
 - A federally-recognized Indian tribe in the State of California, OR;
 - A jurisdiction, public department or agency or public corporation, commission, or other legal entity.

AVAILABLE FUNDS

The CoC expects to receive approximately **\$4,047,053.88** in HHAP funds for projects, services or programs to address community needs. The Leadership Council has prioritized funding levels for various categories and geographic areas. Available funding specifics as follows:

Monterey County

\$3,446,056.28 funding available for HHAP related projects located and designed to serve homeless individuals and families in Monterey County. Applicants are encouraged to apply under the eligible uses as outlined in this document.

San Benito County

\$600,997.60 funding available for HHAP related projects located and designed to serve homeless individuals and families in San Benito County. Applicants are encouraged to apply under the eligible uses as outlined in this document.

Additional Funding Information

- A minimum of 10% of available HHAP funds, **\$404,705.39** must be used to establish or expand services meeting the needs of unaccompanied homeless youth (12-24), including pregnant and parenting youth.
- A maximum of 7% of available HHAP funds, **\$283,293.77**, will be used for administrative entity costs incurred to administer the CoC program allocation.
- The Leadership Council of the LMH CoC has obligated funds, **\$150,000**, to the Coalition of Homeless Services Providers for the administration of the Coordinated Entry System.
- The Leadership Council of the LMH CoC has obligated funds, **\$1,000,000**, to Step Up on Second for the operations of the King City Homekey Project.
- The Leadership Council of the LMH CoC has obligated funds, **\$250,000**, to CSUMB Community Health Engagement for outreach in Monterey County.

EXPENDITURE OF HHAP FUNDS-BUDGETING TIMELINE

The HHAP statute mandates that 50 percent of the awarded funds must be contractually obligated by May 31, 2024. Additionally, 100 percent of the funds must be expended by June 30, 2026. Proposed program/project budgets should be **calculated as a 5-year budget.**

RENEWAL FUNDING

HHAP funds are considered as a one-time only opportunity. Applicants should take this into consideration when developing programs/projects.

MATCHING REQUIREMENTS

Matching funds are not required for HHAP funding.

DEFINITION OF ELIGIBLE ACTIVITIES

As stated in Health and Safety Code section 50220.7 (e)

- Rapid rehousing, including rental subsidies and incentives to landlords, such as security deposits and holding fees.
- Operating subsidies in new and existing affordable or supportive housing units, emergency shelters, and navigation centers. Operating subsidies may include operating reserves.
- Street outreach to assist persons experiencing homelessness to access permanent housing and services.

- Services coordination, which may include access to workforce, education, and training programs, or other services needed to promote housing stability in supportive housing.
- Systems support for activities necessary to create regional partnerships and maintain a homeless services and housing delivery system, particularly for vulnerable populations, including families and homeless youth.
- Delivery of permanent housing and innovative housing solutions, such as hotel and motel conversions.
- Prevention and shelter diversion to permanent housing, including rental subsidies. 8. Interim sheltering, limited to newly developed clinically enhanced congregate shelters, new or existing non-congregate shelters, and operations of existing navigation centers and shelters based on demonstrated need. Demonstrated need for purposes of this paragraph shall be based on the following:
 - The number of available shelter beds in the city, county, or region served by a continuum of care.
 - The number of people experiencing unsheltered homelessness in the homeless point-in-time count.
 - Shelter vacancy rate in the summer and winter months.
 - Percentage of exits from emergency shelters to permanent housing solutions.
 - A plan to connect residents to permanent housing.
 - Any new interim sheltering funded by round 3 funds must be low barrier, comply with Housing First, and prioritize interventions other than congregate shelters.
- Improvements to existing emergency shelters to lower barriers and increase privacy.

HOMELESS DEFINITION

HHAP funds are designed to serve homeless individuals and families. Homelessness, as per section 578.3 of Title 24 of the Code of Federal Regulations, is defined as:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, [transitional housing](#), and hotels and motels paid for by charitable organizations or by federal, [State](#), or local government programs for low-income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an [emergency shelter](#) or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for [homeless](#) assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other [permanent housing](#);
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as [homeless](#) under this definition, but who:
- (i) Are defined as [homeless](#) under section 387 of the [Runaway and Homeless Youth Act \(42 U.S.C. 5732a\)](#), section 637 of the [Head Start Act \(42 U.S.C. 9832\)](#), section 41403 of the [Violence Against Women Act of 1994 \(42 U.S.C. 14043e-2\)](#), section 330(h) of the [Public Health Service Act \(42 U.S.C. 254b\(h\)\)](#), section 3 of the [Food and Nutrition Act of 2008 \(7 U.S.C. 2012\)](#), section 17(b) of the [Child Nutrition Act of 1966 \(42 U.S.C. 1786\(b\)\)](#), or section 725 of the [McKinney-Vento Homeless Assistance Act \(42 U.S.C. 11434a\)](#);
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in [permanent housing](#) at any time during the 60 days immediately preceding the date of application for [homeless](#) assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for [homeless](#) assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities; chronic physical health or mental health conditions; substance addiction; histories of domestic violence or childhood abuse (including neglect); the presence of a child or youth with a disability; or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (4) Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks, *e.g.*, family, friends, and faith-based or other social networks, to obtain other [permanent housing](#).

OTHER PROJECT/PROGRAM REQUIREMENTS

Housing First and Low Barrier Requirement: All projects approved for HHAP funding must adhere to Housing First principals. Housing First is an approach to quickly and successfully connect households experiencing homelessness to services, programs, and housing options

without preconditions and barriers to entry. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to housing entry. Housing First projects strive to offer housing and service options that meet the unique needs of each household requesting services and that participants are offered the services that they identify as important to them. The core features of Housing First include:

- Few to no prerequisites to programs such as demonstration of sobriety, completion of treatment programs or agreeing to comply with treatment.
- Low barrier admission policies which are designed to “screen in” rather than screen out participants with the greatest barriers to housing such as having no or very low income, poor rental history, or criminal histories.
- Supportive services are voluntary but can and should be used to persistently engage participants to ensure housing stability-services are proactively offered to help achieve and maintain housing stability but are not a condition of tenancy. Harm reduction, trauma informed, and motivational interviewing may be useful.
- Practices and policies to prevent lease, eviction or program exits; for example, alcohol or drug use are not considered program violations unless such use results in disturbances to neighbors or other participants or is associated with illegal activity.

Indirect Costs: Project applicants that intend to charge indirect costs must clearly state in the project application the rate of distribution base the project intends to use. If the project applicant has a federally negotiated indirect cost rate, the project applicant must include a letter or other documentation from the cognizant agency showing the approved indirect rate. If the project applicant does not have a federally negotiated indirect cost rate, a maximum of 10% of HHAP funding may be targeted to indirect costs.

Homeless Management Information Systems (HMIS) Participation: All HHAP funded projects and programs are required to participate the local HMIS program and comply with HMIS related policies and procedures. HMIS is a technology system used to collect client-level data on the provision of housing and services to homeless individuals and families. HHAP funded projects are responsible for the costs incurred of HMIS participation. HMIS related costs may only be applied to the indirect line item of proposed budgets.

The Coalition of Homeless Services Providers (CHSP) serves as the lead agency for the local HMIS program. Visit <https://chsp.org/hmis/> for more information.

Coordinated Assessment and Referral System (CARS) or Coordinated Entry System (CES): All HHAP funded transitional, permanent, permanent-supportive and rapid rehousing projects must only accept homeless participants through the local Coordinated Entry System, CARS. Coordinated entry processes help communities prioritize assistance based upon vulnerability and severity of service needs to ensure that people who need assistance the most can receive it in a timely manner. HHAP funded projects are responsible for ensuring appropriate staff attend CARS trainings.

The Coalition of Homeless Services Providers (CHSP) serves as the lead agency for the local Coordinated Entry program. Visit <https://chsp.org/coordinated-entry/> for more information.

Participation in the Outreach Coordination Meeting: All HHAP funded outreach and engagement projects will be required to participate in the Outreach Coordination Meeting. Participation includes provision of outreach services, attendance, or representation at meetings, coordination of services with CHSP, and attendance at required training. The outreach schedule will be maintained by CHSP. A formal clause will be included in the applicant's final contract.

Participation in CHSP Reporting & Grants Management Software Training: All HHAP funded projects will be required to participate in a one-hour training to review the reporting and reimbursement process. Training will include requirements for quarterly and annual reports, revision of necessary forms, and instructions for drawing down funds. Participation in this training will be mandatory and funds will not be disbursed to the receiving organization until training is complete.

Community Support: Applicants must provide documentation of community support for capital projects. Documentation may include letters of support, meeting or forum minutes, sign in sheets or related material.

Prevailing Wage: HHAP funds are considered public funds and will trigger prevailing wage requirements for capital projects. Prevailing wage requirements will be waived only in the event that the applicant is able to clearly document a legal reason for waiver. It is recommended that the applicant consult with an attorney and/or the Department of Industrial Relations to make a final determination on paying state prevailing wages. If waiver is requested, the project applicant is directed to include clear documentation that outlines the legal rationale for the waiver in the submitted project application.

Program Participant Rents: HHAP funded transitional, permanent supportive and other permanent housing programs are required to have signed occupancy agreements or leases (or subleases) with program participants residing in housing. Transitional, permanent supportive and other permanent housing projects may charge program participants monthly rent pursuant to CFR 578-77. HHAP funded projects are not required to impose rents on program participants as a condition of residing in the housing. However, if rents are imposed, they may not exceed the highest of: 30 percent of the household's adjusted monthly income; or, 10 percent of the households total monthly income; or, if a household is receiving payments for welfare assistance from a public agency and a part of the payment is specifically designated by the agency to meet the household's housing cost, the portion of the payment that is designated for housing costs.

Performance Measures: HHAP funded projects will have quarterly reporting requirements to ensure program/project success. The Administrative Entity is committed to assisting programs, so all projects are successful and meet all local and state needs and requirements. Thus, the reporting is one of the components to help ensure success. Contracts funded through this RFP process will be expected to demonstrate results, including measurable success towards moving

people experiencing homelessness into emergency, transitional, permanent supportive or any type of stable housing.

Performance measures may include the following, as well as other performance measures defined by the applicant for the specific project. Some additional measures may be identified by the Administrative Entity, as requirements from the BCSH department in the State of California, as part of the standard funding agreement. There is no way the Administrative Entity is able to predict what additional requirements may be made by BCSH in the future.

At this time, the reporting requirements will include, but not be limited to:

- Contract expenditures
- Unduplicated number of homeless persons served with demographic data included
- Number of instances of service per unduplicated homeless persons served (units of service or encounters)
- The number of unsheltered homeless persons becoming sheltered with specific destination data
- The number of homeless persons entering permanent housing with specific destination data
- Annual Performance Report (APR) for agency
- Data Quality Reports for projects
- Documentation of milestone achievements for all projects
- Progress made toward local homelessness goals
- Major accomplishments and success stories.

Billing: HHAP funded projects will provide billing invoices with associated documentation to the Administrative Entity by the 10th day of the month for expenses incurred for the previous quarter. If billing information is completed and received in a timely manner, the HHAP funded organization can expect payment within a minimum of 10 and maximum of 30 days. Failure to submit invoices by the 10th of the month will result in a delay of disbursements until the next cycle. Expenses incurred prior to contract execution are not eligible for payment through HHAP funds.

Ability to Enter and Comply with Additional Contractual Agreement: See provisions contained in Exhibit C (Sample HHAP Contract).

RIGHT TO RESERVE: Projects, scopes of work, percentage allocation and budgets are subject to modification and/or negotiation based Leadership Council direction.

NOTICE REGARDING POTENTIAL REALLOCATION OF FUNDS: The HHAP program allows CoCs to reallocate funds from non- and/or under-performing projects to higher priority community needs that also align with local priorities and goals. The process of reallocation is led by the Leadership Council. In addition to poorer performing projects, the Leadership Council will take into consideration under-spending of program funds when making reallocation decisions. Any program that has consistently underspent its grant may face reallocation for the portion of the grant it has not spent. This is to ensure that this funding is kept in the community, rather than being returned to the state treasury. The Administrative Entity will notify any program at risk of reallocation for under-spending in advance.

APPLICATION INSTRUCTIONS

Completed applications are due by 5:00 p.m. on April 13th, 2023.

A completed application consists of the following:

- General application information
- Complete Project narrative for each proposed project
- Complete Project budget for each proposed project
- Complete Budget narrative for each proposed project

Attachments:

- Agency budget for 2022-2023. If the applicant is a City, Town or County Department, please provide Departmental or Program Budget.
- Board of Directors Roster with affiliations (waived for City/County Government applicants)
- Verification of legal entity status
- Statement of Financial Position & Statement of Activities for the most recently completed fiscal year. Waived for City/County Government applicants
- A copy of the agency's most recent fiscal year-ending 990 report or equivalent
- A copy of the agency's most recent independent audit report, including management letter(s). Waived for City/County Government applicants
- Agency Organizational Chart. If the applicant is a City, Town or County Department, please provide Departmental or Program organizational structure.
- Job Descriptions for any HHAP funded positions
- Documentation of federally approved indirect percentage, if applicable
- Deed Restriction waiver documentation, if applicable
- Prevailing Wage waiver documentation, if applicable
- (If applicable) Most recent:
 - Agency APR (For any selected HMIS project)
 - Data Completeness Report (for all HMIS projects)

FORMAT INSTRUCTIONS

1. Applicants should complete **one Project Narrative for each project requested for funding**. Each Project Narrative includes a set of application

questions specific to the project and related budget forms. For example, if an applicant is applying for three separate projects, it should submit one General Application form, three Project Narratives (one for each project) and three budgets and budget narratives in addition to other required materials within Submittable.

2. Applicants should enter responses directly into each application or form. There is no need to create additional documents unless they are attachments.
3. Applications will be rated only on the information requested and outlined in this Request for Proposal, including any clarifying information requested by the Administrative Entity. Do not include a cover letter, brochures, or letters of support unless specifically directed to do so. Applications that do not follow the required format may be deemed ineligible and may **not** be rated or considered for funding.
4. Narrative responses should be provided in the Submittable Platform, agencies must request for additional project narrative, budget, and budget narrative forms for separate projects.

METHOD OF SUBMISSION

Completed applications, Applications and all required attachments will be submitted through CHSP's Grants Management Platform, Submittable. Applicants should screenshot their screen which documents the date and time the application was sent.

SELECTION PROCESS

This RFP is competitive. All interested parties must submit a complete application by the deadline to be considered for funding. All completed applications submitted on or before the deadline that meets eligibility requirements will be reviewed and individually scored by members of the rating panel.

Applications not meeting requirements of minimum eligibility or application completeness will be deemed ineligible and will be eliminated from further consideration. The Administrative Entity reserves the right to seek clarification and accept or waive nonmaterial irregularities or informalities in determining if an application is eligible.

Eligible and complete applications will be rated based on the criteria for providing the required services. The Administrative Entity reserves the right to contact the primary agency contact person to clarify application contents. The Administrative Entity also reserves the right to schedule and conduct interviews/site visits with some or all applicants prior to forwarding funding recommendations to the Leadership Council.

Each application will have a maximum score of 120 points.

Service Related & Rental Assistance/Subsidies/Rapid-Rehousing Projects	Maximum Points
General Applicant Information	20
Project Overview and Population	20
Program Description	30
Budget	15
Goals and Outcomes	25
Past Performance and Data Collection	10

Following the rating process, including interviews, the rating panel will forward its funding recommendations to the Leadership Council for the final decision regarding awards.

Notification of awards will be sent to the Executive Director of the applicant agency (or staff indicated on the application) by the Administrative Entity. Following award notification, the Administrative Entity will coordinate, and schedule activities related to contract negotiation and execution.

Due to the competitive nature of this RFP, beyond any scheduled information sessions offered by the Administrative Entity, no individual technical assistance will be provided until the appeals process has closed.

The Leadership Council reserves the right to make an award(s) without further discussion of the proposal submitted. Therefore, the application should be submitted on the most favorable terms. If the application is selected for funding, applicants should be prepared to accept the proposed terms for incorporation into a contract resulting from this RFP.

The Leadership Council also reserves all rights not expressly stated in the RFP, including making no awards, awarding partial funding, or increasing funding based on budget availability, and negotiating with any proposer regarding the funding amount and other terms of any contract resulting from this RFP.

Rating Panel Membership: The Administrative Entity will recruit 5-7 members who are:

- Knowledgeable about homelessness and housing in the community and who are broadly representative of the relevant sectors, subpopulations, and geographic areas
- “Neutral,” meaning that they are not employees, staff or otherwise have a business or personal conflict of interest with the applicant organizations;
- Familiar with housing and homeless needs within the local Continuum of Care; and
- Willing to review projects with the best interest of homeless persons in mind.

Rating Panel Responsibilities: To serve on the Rating Panel, members must:

- Sign a statement declaring that they have no conflict of interest and a confidentiality agreement
- Be appointed and have their eligibility verified and approved by the Administrative Entity
- Be able to dedicate time for application review and meetings as directed by the Administrative Entity

Prior to each application rank and review process, the Administrative Entity will provide training to Rating Panel members. The training includes the following:

- Information regarding homeless activities, needs, services, definitions and other issues that are pertinent to the CoC
- A background of the local process
- The role of the Rating Panel
- Review of the scoring tools, applications, and resources.

APPEALS PROCESS

All eligible applicants have the opportunity to appeal funding decisions.

The Appeals Committee

The Appeals Committee will be comprised of three to four (3-4) impartial members of the Leadership Council: 2-3 members will be Appeals Committee voting members and one will be a non-voting member.

- The voting members will not have participated on the original Rating Panel.
- The non-voting member must be a member of the original Rating Panel.
- No member of the Appeals Committee may have a conflict of interest with any of the agencies applying for HHAP funding. All members of the Appeals Committee must sign conflict of interest and confidentiality statements.
- The role of the Appeals Committee is to read and review only those areas of the application that are being appealed.

Eligible Appeals

- A Project Applicant may appeal an application if the application was not approved for funding and can show, with evidence, that they were directly aggrieved in connection with the proposal process or award of contracts.
- Project applications that were not received by the required due date are not eligible for an appeal.
- Project Applicants that have been found not to meet the threshold requirements are not eligible for an appeal.

- Project Applicants that did not participate in the mandatory Bidders Conference (technical assistance session) are not eligible for an appeal.
- Appeals cannot be based upon the judgment of the Rating Panel.

The Appeals Process

- Any and all appeals must be received in writing within three (3) business days of the announcement of project selection.
- All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.
- All notices of appeal (one original and four copies) must be submitted to:

Coalition of Homeless Services Providers/HHAP Administrative Entity
 1942 Fremont Boulevard
 Seaside, CA 93955
 Email: kreynolds@chsp.org

- The notice of appeal must include a written statement specifying in detail the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director/Project Applicant). The notice of appeal is limited to one single spaced page in 12-point font.
- The appeal must include a copy of the application and all accompanying materials submitted to the Rating Panel. No additional information can be submitted.
- All valid appeals will be read, reviewed, and evaluated by the Appeals Committee.
- The Appeals Committee will meet to deliberate the appeal.
 - All Project Applicants appealing the Rating Panel-recommended decision will be timely notified in writing and invited to attend any appeal. They may make a 10-minute statement regarding the appeal.
 - The Appeals Committee will review the rankings made by the Rating Panel 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 the Rating Panel. No new information can be submitted by the Project Applicant appealing or reviewed by the Appeals Committee.
 - The decision of the Appeals Committee must be supported by a simple majority vote.
- The appealing agency will receive a written decision of the Appeals Committee within two (2) business days of the Appeals Committee Meeting.
- The decision of the Appeals Committee will be final.

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