

## **The Homeless Coalition Policies and Procedures**

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Policy No: 1.40  
Date Approved: No original date  
Revised Date: September 20, 2021

### **New and Renewal Application Rank and Review Procedure**

Establishing prioritization for Continuum of Care (CoC) new and renewal grants will use the following:

1. The Homeless Coalition chair will appoint at least three persons who are not grantees or applicants to a Rank and Review Committee who will complete the priority process.
2. Tools: Rank and Review and Scoring forms.

### **Appeals**

Applicants may file a grievance with the Jasper/Newton County CoC Rank and Review Committee if the applicant believes the committee:

- Improperly applied processes or requirements related to project scoring, rating, ranking, reallocation, or prioritization established by the Jasper/Newton County CoC,
- Improperly denied the applicant the right to participate in the Continuum of Care Program Competition; or
- Otherwise violated or improperly applied rules, policies or processes established by the Jasper/Newton County CoC or the Department of Housing and Urban Development for the Continuum of Care Competition.

### **Procedure**

Failure to follow the grievance procedure will result in denial of the grievance. Appeals with no evidence supporting its claim(s) will be denied. Appeals must be submitted in writing to the Rank and Review committee. Applicants have 72 hours from the posting of the rank and review order of priority to file an appeal. The Rank and Review committee has 48 hours to respond in writing to any appeal.

  
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Board Chairperson

9-22-21  
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Date