

# **EMERGENCY FOOD AND SHELTER PROGRAM**

## **BARREN COUNTY, KENTUCKY**

### **LOCAL BOARD APPEALS PROCESS**

The Appeals Process outlined below is a statement to eligible organizations and the Barren County, Kentucky, community that the Emergency Food and Shelter Local Board is committed to fairness and openness in the Emergency Food and Shelter funding process. The National Emergency Food and Shelter Board does not mandate any particular appeals process but has determined that it is the responsibility of the Local Board to establish an appeals process that is available and timely.

Except for the amount of the Emergency Food and Shelter allocation available to Barren County and cost eligibility, the Local Board is the primary decision-maker in the review process. If it is determined that the Local Board cannot make a fair and unbiased recommendation regarding any appeal, another Board or committee/commission will be asked to participate/assist.

1. All applications for funding will be notified in writing of the appeals process at the time of their presentation to the Local Board.

2. Agencies must notify the Local Board Chair of their request for an appeal **in writing** within ten (10) days of notification of the Local Board's recommendation.

3. To be considered a valid basis for appeal, the organization's reasons must fall within one or more of the following criteria:

- A. New data or information relevant to the request which was not available when the original proposal was presented to the Local Board;
- B. Misunderstanding or factual error in the Local Board's evaluation or interpretation of the agency request for funding; and/or
- C. Other legal issues or concerns such as bias on the part of the Local Board; fraud or misuse of federal funds by other funded organizations.

The appeals process should **not** be considered if the organization wishes to restate or reemphasize points already made in the original proposal.

4. The written request for appeal must contain the following information or the appeal cannot be considered:

- A. The original request made by the agency of the Local Board (program name and/or brief description, amount requested, funding direction requested);
- B. The basic reasons for the appeal;
- C. Supporting documentation for the appeal (new information, point-by-point rationale for other categories); and,

D. Signature of both the Chief Professional Officer and the Chief Volunteer Officer of the organization appealing.

5. The Chair of the Local Board will review the written appeal and determine if the appeal meets the criteria and is appropriate. If an appeal is granted, the Local Board will hear the appeal within thirty (30) days of receipt of the written request from the agency. If an appeals hearing is determined to be in appropriate, the agency will be notified of this decision within thirty (30) days of receipt of the request.

6. If an appeal is deemed appropriate, the Local Board will hear the appeal within the following time allotment:

**15 Minutes:** Local Board discussion and review of request for an appeal; information regarding the appeals request will be made available to the Local Board one week prior to the appeals hearing.

**10 Minutes:** Agency presentation of appeals request. The agency may submit a maximum of two brief documents to be distributed to the Local Board during the presentation (sufficient copies must be provided by the agency.)

**10 Minutes:** Question and answer period.

**25 Minutes:** Deliberations (Local Board Members Only.)

7. The Local Board will make a recommendation regarding the agency appeals request during the Local Board deliberations on the day of the agency appeals presentation. The agency will be notified of the recommendation and rationale for the decision within fourteen (14) days of the appeals hearing.

In the case of an appeal on the basis of fraud or other misuse of federal funds, the agency making the appeal must be informed of the right of referral to the National Board. Other types of appeals **cannot** be referred to the National Board for further review.

8. If the original funding recommendation is modified, within fourteen (14) days of the appeals presentation, the Local Board will notify the National Board and other agencies whose funding may be affected.

9. Additional questions regarding the appeals process should be directed to the current board chair at 270/651-3338.