**Missouri Balance of State Continuum of Care  
Collaborative Applicant Request For Proposal**

**Appeals Process**

**Introduction**

The Missouri Balance of State (BoS) Continuum of Care (CoC) put a high priority of conducting a transparent Collaborative Applicant Request for Proposal (RFP) Process. Although a local appeals process is not required by the U.S. Department of Housing and Urban Development (HUD), the Missouri Balance of State CoC offers an appeals process. Appeals occur after the public release of the selected applicant for funding, but before the final Memorandum of Agreement is entered into. The Appeals process begins upon release of the name of the selected applicant and will be completed within 6 days.

**Types of Appeal**

An appeal can only be made by a Project regarding the scoring of its’ own application. Appeals will be limited to:

A. Clear conflicts of interest

B. Technical error (such as mathematical miscalculation by the RFP Workgroup) Errors in data submitted by applicant do not qualify and will not be considered.

**How to File an Appeal**

Applicants wishing to appeal their application scoring must submit the Appeal in writing using the **“**Missouri Balance of State CoC Appeals Form.”A signed appeal form and any relevant information must be submitted for the appeal to be processed. To file an appeal, complete and sign the Appeals Form and submit via email to the Missouri Balance of State Continuum of Care RFP Workgroup: [anngosnell@lexingtonhouseofhope.org](mailto:anngosnell@lexingtonhouseofhope.org) **AND** [tdreyer@mexicoha.com](mailto:tdreyer@mexicoha.com). The applicant will receive acknowledgment that the email was received.

**Appeal Timeline**

* Appeals are due within 72 hours from the timestamp on the email from the BoS CoC notifying the agency of the standing of their application including a copy of their score sheet.
* Appeals submitted in any other manner other than email will not be included in the process.
* The Co-Chairs of the BoS CoC Collaborative Applicant (CA) RFP Workgroup will review the Appeal Form submitted and contact the submitter if there are any clarifying questions.
* The Co-Chairs of the BoS CoC CA RFP Workgroup will call a special meeting of the BoS CoC Board of Directors to review the facts presented.
* The BoS CoC Board of Directors will meet no later than 72 hours from the timestamp on the email received from the appealing agency.
* Upon conclusion of the special meeting, the appealing agency will be notified immediately of the outcome. All decisions of the board are final.

**Missouri Balance of State Continuum of Care**

**Collaborative Applicant Request for Proposal  
Appeals Form**

Name of Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please state the exact score, noting the section, that you are appealing. If you are appealing anything besides your score, please state clearly and exactly what is being appealed. In addition, please provide supporting documentation that supports your need for appeal.***

*(Note: Please add sheets for additional Appeal items.)*

**Executive Director/Other Executive Name (printed / typed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of Related Attachments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_