

Policy:

WCSS will have a formal appeal process by which applicant agencies may appeal a reduced or non-funding decision.

Procedures:

- A. Any applicant who was not awarded funding or was awarded less than the amount requested for a WCSS activity as communicated through the official letter of notification (including continuing direct service providers and new applicants), may file a letter of notification of appeal within fifteen (15) business days of the date of the official letter of funding notification.
- B. The appeal must:
1. Be in writing, sent via US Registered Mail addressed to the WCSS Board Chair and copied to the Executive Director,
 2. Identify the reason(s) for the appeal,
 3. Specify the requested resolution,
 4. Include supporting documentation/rationale addressing reasons for requesting an appeal,
 5. Must be signed by "contract official" (as identified on application).
- C. Criteria for Review:
1. Appeal contains relevant information detailing a factual or mathematical error made by WCSS staff and/or WCSS volunteers in preparing or acting on the applicant's funding request recognizing that affected the decision at the time of review or,
 2. Appealing agency provides justification that WCSS staff and/or volunteers misinterpreted key information presented in the application process.
- D. Appeals processing:
1. The WCSS Board Chair and Executive Director determine if the appeal meets the Criteria for Review (above).
 2. If the appeals meets the criteria:
 - a. Staff review and develop recommendation to the Allocation Committee.
 - b. Allocation Committee reviews and develops recommendation to the WCSS Board of Directors.
 - c. Board reviews and makes final decision.
 - d. Written notification of the decision will be mailed to the contract official by WCSS staff within 45 business days from the date of the appeal letter.
- E. Notification to applicants of the appeals process will be included in the partners' toolbox on the WCSS website, agency's award or denial letter, in bidder packets, and technical assistance interaction.