**Maine Continuum of Care - MCOC**

**Governance & Structure**

**Revised September 2017- Updated 06.06.19**

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**Article 10. Appeals Process**

1. The original decision or action being appealed shall remain in effect throughout the Appeals Process unless or until a Final Decision is reached. Timeframes may be adjusted in order to expedite the CoC Application Process. However, MCOC makes no assurances that an appeal will be resolved within any timeframe other than that outlined below or as prescribed by HUD.
2. STEP ONE APPEAL: An appeal must be submitted in writing to the Collaborative Applicant within three (3) working days from the date of the decision or action (such as the posting of the MCOC Project Scoring and Ranking Summary) the individual or agency is appealing. The appeal should include the date of the filing of the appeal, the specific decision or action the individual or agency is in disagreement with, suggestions about possible ways to resolve the situation, and must include how the individual or agency can be reached. (Send the appeal via email to the attention of the Collaborative Applicant and the COC Coordinator.)
3. Within three (3) working days of receiving the appeal, the COC Coordinator shall contact the MCOC Tri-Chairs to review and respond in writing to the Step One Appeal. If one of the affected parties is a Tri-Chair, the non-affected Chairs will then contact a non-affected Committee Chair to participate in the review.
4. If the individual or agency is not satisfied with the outcome of the Step One Appeal, the individual or agency may appeal as outlined in Step Two.
5. STEP TWO APPEAL: Within three (3) working days of receiving the appeal decision from Step 1, the individual or agency can submit a second appeal, including their Step 1 Appeal, to the Officers of the Board who will then convene an ad hoc committee of non-affected members of the Board to review and respond in writing to the Step Two Appeal. The Step Two Decision shall be Final barring eligibility to appeal to HUD.
6. The above steps outline the MCOC Appeals Process. However, in the event the project does not agree with the MCOC decision, the agency may send a complaint to the local HUD field office.