

# **The Southeastern Oklahoma Continuum of Care**

***The Southeastern Oklahoma Continuum of Care is committed to prevent and end the tragedy of homelessness among individuals and families.***

Serving Atoka, Bryan, Carter, Choctaw, Coal, Haskell, Hughes, Johnston, Latimer, LeFlore, Love, Marshall, McCurtain, McIntosh, Murray, Muskogee, Okfuskee, Okmulgee, Pittsburg, Pontotoc, and Pushmataha Counties.

## **Emergency Solutions Grant Appeals Process**

Emergency Solutions Grant (ESG) applicants may submit appeals to the Southeastern Oklahoma Continuum of Care (SEO CoC) if they disagree with their project's exclusion from the funding recommendations made to the Oklahoma Department of Commerce (ODOC).

Appeals must be in writing and submitted within five (5) days of receipt of the official letter stating the applicant's project was excluded from funding recommendations or denied funding. Appeals must be submitted to the SEO CoC Lead Agency. The Notice of Appeal must include a written statement specifying, in detail, the grounds for the appeal and must be signed by an individual authorized to represent the sponsor agency (e.g. Executive Director). Appeal letters may be no longer than one page, single spaced in 12 point font. Appeal letters may be scanned and submitted as an attachment via e-mail.

Upon receipt of an appeal letter, the SEO CoC Lead Agency will contact the CoC Board and the Consolidated Application Committee. Members of the committee reviewing the appeal may not be current ESG grantees or applicants, or any other person having a stake in the project being appealed. In the event the committee has fewer than 3 eligible members, additional members will be sought from SEO CoC active members, first; SEO CoC homeless service providers, second; and board members from other Oklahoma Continuums of Care, third.

The SEO CoC Lead Agency will provide the appellant's reviewer scores/comments, application, and minutes from the funding recommendation meeting to the review committee. The review committee has fifteen (15) days from the receipt of the appeal letter to meet, render a decision, and notify the SEO CoC Board. The SEO CoC Board will notify the SEO CoC Lead Agency of the decision and instruct the Agency to communicate the committee decision, in writing, to the appellant within five (5) business days.

Should the appellant like to appeal the final decision of the SEO CoC, they may contact the Oklahoma Department of Commerce, the HUD ESG recipient.