

Grievance & Appeal Policy



It shall be the policy of the Homeless Coalition of Hillsborough County to provide a process for an appeal in an award funding process for the continuum.

General Procedures

The procedure is as follows:

1. Only member agencies will be eligible for funding activities through the coalition.
2. A written appeal must be submitted to the Chief Executive Officer of the Coalition within 5 business days of the announcements of an award. It must be on company letterhead and signed by the executive and include the basis for its appeal and include any documentation to assist with the appeal process.
3. The appeal must be delivered to homeless coalition, whereby a written statement of acceptance will be provided or a receipt from a courier service to document receipt of the appeal.
4. When presented with the appeal, the CEO will call a special board meeting which will take place within 10 business days.
5. The CEO or his/her designated representative of the organization requesting the appeal must be present at this appeal board meeting to provide further clarification or comments regarding the appeal.
6. The decision of the board of directions will be provided within 10 business days following the appellate process. This decision is the final decision of the Continuum

James Joyce, President

Date: January 20, 2004