

# SNJCoC – NOFA

## Appeals Process

### **Reason for Appeals:**

Appeals to NOFA funding recommendations may be requested for the following reasons:

1. Error or fault in the Project Application
2. Relevant information contained in the original proposal was not considered in award.
3. A law was violated.

### **Process for Appeals:**

#### A) Appeals Process

1. Appellant must notify SNJCoC Chairperson and principal staff at CPAC in writing within 72 hours outlining the reasons for appeal.
2. Written information will be initially reviewed by SNJCoC Chairperson and principal staff person at CPAC within five (5) working days of receipt.
3. Staff will then notify Appeals Committee Chairperson of the appeal within the original five (5) day period.
4. After evaluation of the written appeal and staff evaluation, the Chairperson will decide if additional information is necessary, whether the appeal is valid or invalid and whether a hearing is necessary. No more than five (5) additional days will be granted to obtain additional written information.

B) If an appeal is submitted and meets the definition, a meeting with the Appeals Committee will be arranged within seven (7) working days.

C) The Appeals Committee will consist of non-conflicted members of the Executive Committee with the Chairperson of the SNJCoC serving as a non-voting member.

D) ***Timeframes will be adjusted according to funding agencies Requests for Proposal (RFP) process or specifications within Federal guidelines.***

E) The findings of the Appeals Committee will be considered final.