

## Emergency Food & Shelter Program Local Board

283 Stoddards Wharf Road

P.O. Box 375

Gales Ferry, CT 06335

Phone: 860.464.3321

### LOCAL EFSP APPEALS PROCESS

#### Phase 40

- 1) Notify, by phone or email, all EFSP fund applicants concerning:
  - a) The tentative results of the Local Board decisions and the appeals deadline if they wish to appeal
  - b) Appeals procedures as per this report
  - c) **Due date for written appeals via email: for Phase 40 → 1 week after award announcement**
  
- 2) Follow-up message sent by the co-chairs or fund administrator to announce:
  - a) Tentative amount of grant pending notification from National Board
  
- 3) Board meeting or its delegate group to consider appeals
  - a) Meeting of the Local Board within one week of receiving appeal
  - b) Review Appeals
  
- 4) Procedures:
  - a) Appeals are limited to those that can present information that was not previously available to their agency. Appeals based solely on the applicant receiving less than the requested amount is unacceptable and the appeal will be denied automatically.
  - b) Organization submits written appeal and rationale via email by the above due date
  - c) Acceptable reasons for appeals include:
    - i) Provision of information not previously available to the appealing agency that would affect the decision.
    - ii) Documentation of inequities in the decision-making process.
    - iii) Persons representing agencies that are appealing the grant will be exempted from service on the Local Board during the appeals process.

#### **Please sent written appeals via email to:**

Carli Herz

EFSP Program Administrator

[carli.herz@uwsect.org](mailto:carli.herz@uwsect.org)