



North Carolina Balance of State Continuum of Care

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www.ncceh.org/BoS

ATTACHMENT A – Conflict of Interest Policy for ESG Application

Any individual who has an interest in an agency applying for ESG funds has a conflict of interest and should not participate in the decision-making process to determine Regional Committee funding recommendations.

People with conflicts of interest cannot vote on funding decisions or participate in discussions about how the Regional Committee will allocate funding for the current fiscal year. When people with conflicts of interest recuse themselves or abstain from voting due to conflict of interest, these recusals and/or abstentions should be reflected in meeting minutes.

People with conflicts of interest are not prohibited from participating in discussions about general Regional Committee funding priorities, making a presentation about or answering questions about their project applications, or participating in completing the ESG Regional Application.

ATTACHMENT B – Appeals Policy for ESG Application

The Balance of State CoC expects Regional Committees to conduct the ESG application process with a high degree of professionalism and transparency such that local agencies are able to participate in the process as they wish and are able to clearly understand the local process.

If an agency would like to appeal a decision made by a Balance of State Regional Committee, the agency must submit to the Regional Lead a written grievance on agency letterhead within 10 days of the decision, stating:

- A detailed account of the grievance
- Why/how the agency believes the Regional Committee was in error
- Proposed solution(s)

The Regional Lead, alternate, or another designated member of the Regional Committee must reply to any grievance within 3 days, stating:

- Confirmation of receipt of grievance
- Details of the next steps regarding the appeal for both the agency and the Regional Committee
- A timeline with deadlines and/or meeting dates noted

BoS staff (bos@ncceh.org) and the State ESG Office staff should be carbon copied (cc) on this and any further correspondence regarding appeals.

Regional Committees will identify a group (either a sub-group of the Regional Committee or the Regional Committee at large) to hear appeals and to determine a decision. Within 15 days of receipt of a grievance, the group will respond in writing with:

- A summary of the grievance
- A recap of activities since the grievance was filed
- The decision of the Regional Committee
- If needed, any further steps or actions to be taken by the agency or Regional Committee, including a timeline with dates

Regional Committees will offer assistance to anyone who needs accommodations to complete the above process.

