



# North Carolina Balance of State Continuum of Care

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## FY2025 CoC Program Competition Project Ranking Appeals Process

The NC Balance of State Continuum of Care (NC BoS CoC) strives to create a fair and transparent process for reviewing and ranking CoC Program competition project applications. The Project Review Committee may recommend that some new project applications should not be included in the project priority ranking or that some renewal project applications should be partially or fully reallocated. To ensure fairness, these projects will have the opportunity to appeal the NC BoS CoC Steering Committee's decision based on the Project Review Committee's recommendation.

### **Who may appeal:**

- New project applicants whose projects were not included in the NC BoS CoC's project priority ranking
- Renewal project applicants whose projects were partially or fully reallocated

### **Eligible Appeals:**

Appeal request letters must present information that shows the CoC or Project Review Committee made a clear error by mistakenly using incorrect or significantly incomplete information to make decisions, and additional information presented as part of the appeal will address the deficiencies in the application.

### **Ineligible Appeals:**

The Project Review Committee will not consider appeals that present information that the applicant simply neglected to include in its original application or supplementary materials, except in extenuating circumstances. Extenuating circumstances can be defined as an unexpected, nonrecurring event beyond the applicant's control that has resulted in a sudden and significant burden or other catastrophic loss experienced by the applicant that can be verified with documentation. The Project Review Committee will not consider appeals from applicants that:

- Did not follow the advertised process or took steps that are not allowed by HUD policy,
- Engaged in discriminatory activity, or
- Had a conflict of interest.

**Appeals request letters must also address any deficiencies in the project application. Letters requesting an appeal without addressing deficiencies in the project application will not be considered.**

### **How to appeal:**

Applicants must submit an appeal request letter on agency letterhead, signed by a director-level staff, by 5:00 PM on February 4, 2026. No appeals will be considered after the deadline.

Letters must be submitted via online form, [here](#)

**Appeal decisions:**

The Project Review Committee will carefully review each appeal request that meets the eligibility guidelines outlined above. The Project Review Committee may, but is not required to, overturn its original ranking decisions for the applicant filing an appeal.

In the event that an appeal claims one or more members of the Project Review Committee has a conflict of interest that affected the Project Review Committee's decision, or that one or more members of the Project Review Committee discriminated against the applicant, the Project Review Committee must conduct a new full review of the application that does not include the member(s) in question. This full review does not guarantee the Project Review Committee's original decision will be overturned.

Discrimination is defined as unjust evaluation of the project due to the applicant or service population's race, ethnicity, color, national origin, language, ancestry, religion, sex, familial status, age, gender identity, LGBTQ+ status, marital status, domestic or sexual violence victim status, or sensory, mental, or physical disability.

The Project Review Committee will consider each appeal and decide whether to amend the recommended project priority listing by February 5, 2026.

If the Project Review Committee decides to recommend amending the project priority listing after reviewing appeals, the updated project priority listing will be reviewed and considered for approval by the NC BoS CoC Steering Committee on February 6, 2026.

If an appeal is granted, revised project applications must be submitted in e-snaps by 12:00 PM on Sunday February 8, 2026. Applications that fail to make revisions and submit in e-snaps by the deadline will be at risk of not being funded.

