

EMERGENCY FOOD & SHELTER PROGRAM
Winnebago County Local Board Appeals Policy

The Winnebago County EFSP local board has adopted the following appeals policy:

All applicants for EFSP funding will be notified in writing of the appeals process at the time they receive an application for funding.

Any agency applying for EFSP funding may appeal the allocation decision of the EFSP local board. Agencies must notify the local board of their request for an appeal in writing within seven (7) calendar days of notification of the ESFP recommendation. Appeals should be delivered to the administrative agent of the EFSP local board - United Way of Rock River Valley, 612 N. Main St., Suite 300, Rockford, IL 61103-5400.

To be considered, the written request for appeal must contain the following information:

The basic reason for the appeal

- Supporting documentation/rationale for the appeal (This should not be a restatement of points made in the original proposal which have already been considered by the local board.)
- Signature of the Executive Director/Chief Officer of the organization appealing

An appeal will be ineligible for consideration if the requested funding:

- is outside of the scope of the RFP
- does not meet the local board's funding guidelines
- does not meet the national FEMA guidelines

The Chair of the local board or her/his designee will review the appeal and determine if it meets the criteria and is appropriate. If an appeal is deemed ineligible, the agency will be notified of this decision within five (5) calendar days of receipt of the request. If the appeal is considered appropriate, The local board minus representatives of agencies submitting competing funding applications within the same funding cycle will meet to consider an appeal within seven (7) calendar days of receipt of the appeal. The local board will notify the agency in writing within five (5) calendar days of its decision.

If the original funding recommendation is modified, the Local Board will notify the National Board and other agencies whose funding may be affected within five (5) calendar days of the decision.

Except for the amount of the funds available and cost eligibility, the local board is the primary decision maker in the review process. Decisions by the local board regarding appeals are final. In the case of appeal on the basis of fraud or other misuse of federal funds, the agency making the appeal must be informed of the right of referral to the National Board.

Questions regarding the appeals process should be directed to EFSP staff at United Way of Rock River Valley.