

CRPHS Appeal Process

Orange County Citizens' Review Panel for Human Services

APPEAL OF CITIZENS' REVIEW PANEL FOR HUMAN SERVICES ADVISORY BOARD FUND DISTRIBUTION PROCESS

A. Introduction

When permitted in the Request for Proposals, applicants may appeal Citizens' Review Panel for Human Services Advisory Board ("CRP") funding recommendations. These appeals are limited in scope and will only be considered by the CRP if they contain an allegation of one of three valid grounds for appeal.

1. Valid Grounds for Appeal

In order for an appeal to be considered valid, an applicant must allege at least one of the following three grounds for appeal with specific detail and supporting evidence:

- (1) A mathematical error was made in calculating an application's score;
- (2) The review process and procedures described in the Process Information Packet were violated, and the applicant must cite the specific violation; or
- (3) An application reviewer had an undisclosed conflict of interest, as described in Section 112.3143, Florida Statutes, and applicable Orange County Administrative Regulations.

Appeals submitted for any reason other than the three valid grounds for appeal described above will be deemed invalid and will not be considered.

2. Invalid Grounds for Appeal (Non-Exhaustive)

The following is a non-exhaustive list of reasons that an applicant's appeal will be deemed invalid and therefore will not be considered even if submitted in a timely manner:

- (1) Appeals based on a disagreement with the CRPHS evaluation of an application.
- (2) Appeals based on a disagreement with the CRP's decision to recommend certain applications for funding over others;
- (3) Appeals based on the CRP's decision not to consider an application received beyond the date and time established in the Request for Proposal; or
- (4) Appeals based on the CRP's decision to cancel a Request for Proposal.

Prior to submitting an appeal, discussions between the applicant's executive and County liaison are encouraged to determine whether a valid basis for an appeal has been established

B. Requests for Appeal

The County will deliver a letter via email and certified mail no less than five (5) full business days after the CRP decides whether to recommend an application for funding. Any appeal request must be submitted by the appealing applicant (Appellant), in writing, and delivered to the County via mail (post-marked) or hand-delivered (time-stamped) no later than 5:00 p.m. on the fifth (5th) business day after the letter date; failure to comply with this time limit renders the appeal request invalid. Appeal requests must be addressed and delivered to:

Citizens' Review Panel Appeals Committee
Citizens' Commission for Children
2100 East Michigan Street, 2nd Floor
Orlando, Florida 32806

In order to be deemed a valid appeal, and therefore be considered by the CRP, the appeal request letter must allege, and specifically describe with supporting evidence, one of the three valid grounds for appeals. Additionally, the appeal request letter must include a suggested remedy. If necessary, the original funding proposal and, if applicable, the follow-up request made during the review process, will be re-considered as originally submitted. ***No supplemental documentation will be considered during the appeal process.***

Appeal requests must be officially submitted by the Appellant and must be signed by the Appellant's Chief Professional Officer or Chief Volunteer Officer, as applicable.

C. Appeal Procedure

Following the County's timely receipt of a written appeal request by the Appellant, the following appeal procedure will govern:

- (1) Orange County staff will make best effort to schedule an appeal hearing with the CRP within thirty (30) business days of the County's receipt of the appeal request.
- (2) The Appellant and any potentially impacted applicants will receive written notification from the County of the scheduled hearing not less than five (5) business days prior to the hearing date. Notice to potentially impacted applicants must include a copy of the Appellant's Request for Appeal.

- (3) The Appeal Committee shall be composed of representatives from the Citizens' Review Panel including the Chairperson, and at least three panel representatives at-large, and one representative from the County. The Appeal Committee shall convene at the date, time, and location described in the County's notice to resolve the appeal (i.e., the Appeal Hearing). The Appeal Hearing must be open to the public and held in accordance with sunshine meeting requirements contained in Florida Statutes and County Administrative Regulations. The Appellant and the potentially impacted applicants must be granted a designated time to address the Appeal Committee.
- (4) The Appeal Hearing agenda will include:
- **Introductions**
 - **Public Comment**
 - **Review of Appeals Process**
 - **Appellant Appearance(s)** - Each Appellant will have an opportunity to address the Appeal Committee.
 - **Agency Questions and Answers** - The Appeal Committee will have an opportunity to ask Appellant(s) questions.
 - **Preliminarily Awarded Agency Appearance(s)** - The Preliminarily Awarded Agency(ies) will have an opportunity to address the Appeal Committee.
 - **Appeals Panel Deliberation and Final Recommendation** - During the Appeal Hearing, the Appeal Committee shall deliberate and determine whether to uphold the CRP's original decision and scoring of the application(s), remand the applications with findings to a review panel for re-scoring, or recommend the cancellation of the Request for Proposals.
- (5) The recommendations of the Appeal Committee will be provided to the CRP, the Appellant(s), and the potentially impacted applicants in writing within five (5) business days after the conclusion of the Appeal Hearing. The CRP will make the final decision regarding the appeal.

The decision made by the CRPHS will be final and there will be no further appeal process.

Special circumstances may warrant an extension of the appeals process, at the CRP's discretion. If the CRP determines that any such extension is necessary, it will notify all parties in writing of the extension and provide a timeline for resolution. All parties shall act in good faith to conduct the appeals process in a timely manner.

Once the grant application process is complete and the County executes a contract with monetary awards, any requested action relating to the contract shall be resolved directly with Orange County staff, as appropriate.