



## HSD Appeal Process

Upon written notification from HSD of an ineligible, incomplete, or unfunded proposal, applicants have the right to protest or appeal the decision **within four (4) business days** of the written notification.

### **Grounds for Appeals:**

Only an appeal alleging an issue concerning the following subjects shall be considered:

- Violation of policies established in this funding opportunity.
- Failure to adhere to guidelines or published criteria and/or procedures established in this funding opportunity.

### **Appeal Format and Content:**

The applicant must file an appeal within the required deadline and follow the proper format. All appeals shall be in writing and include: 1) Agency name, mailing address, phone number and name of individual responsible for submission of the appeal; 2) The specific funding opportunity title; 3) The specific action or decision being appealed; 4) The grounds for the appeal including specific facts; 5) Requested relief or corrective action; 6) Statement of efforts made within the funding process schedule to resolve the issue, including asking questions, attending information sessions, seeking clarification and otherwise alerting HSD to any perceived problems; and 7) Signature of the Agency's Executive Director or similar level agency management staff.

Appeals must be e-mailed to Helen Howell, Interim Director at: [helen.howell@seattle.gov](mailto:helen.howell@seattle.gov), with a copy to the funding process coordinator listed in the funding opportunity. HSD is not responsible for ensuring that an appeal is received within the 4-day deadline.

### **Response to Appellant Organizations:**

The HSD Director will review the written appeal and may request additional oral or written information from the appellant organization. A written decision by the HSD Director will be made within four (4) business days of the receipt of the appeal. This decision shall be delivered in writing by email or mailed letter to the individual making the appeal and the Agency's Executive Director or similar level agency management staff who signed the appeal. The HSD Director's decision is final.