

## **EFSP Appeals Process**

The EFSP Application Review Committee reviews the grant funding applications and determines whether a Local Recipient Organization (LRO) receives an award. It also determines the amount of the award.

Once an applicant receives an award notice, it has 2 business days to submit a written appeal with rationale to the **Local Board**. The appeal should be sent via email to [RFP@changinghomelessness.org](mailto:RFP@changinghomelessness.org) or delivered to the following address:

*Changing Homelessness, Inc.  
660 Park Street  
Jacksonville, FL 32204*

Whenever possible, decision making is made at the local level. The final decision of the Appeals Review Committee will be promptly communicated to all appealing agencies. The LRO will receive a written response from the Local Board. If applicable, award notices will be adjusted accordingly.

Only in situations, the Local Board has reason to suspect misapplication of EFSP guidelines, fraud or other abuse will the matter be referred to the National Board.

If anyone suspects EFSP funds are being used for unlawful purposes contrary to the intent of the grant, the National Board must be immediately notified. A letter including details of actions taken should be sent to Emergency Food and Shelter Program, 701 North Fairfax Street, Alexandria ,VA 22314.