

# Appeals Process

The following provides a guide to appealing an eligibility decision. The appeals process is designed to ensure procedural fairness and consistency. It does **not** override the panel's original decision but rather confirms that the HAA staff eligibility review process was conducted correctly. Appeals are governed by the HAA Grants Committee of the Board of Directors. Please email [grants@haatx.com](mailto:grants@haatx.com) or call (713) 527-9330 if you have any questions.

1. **Within five (5) business days of receiving an ineligibility decision notification**, write a one-page memo to the Grants Committee explaining your grievance with the decision and submit this written request to the Grants Department at [grants@haatx.com](mailto:grants@haatx.com).
  - a. Appeals may not be heard on the basis of late or incomplete applications, funding decisions, or panel comments and scores. The Grants Committee will not consider new information or a new proposal. Decisions will be based on the information available within the original application.
  - b. Appeals may be heard on the basis that the applicant believes and can prove Grants staff erred in its determination of ineligibility based on the information available in the grant application at the time of submission.
  - c. Appeals may be heard on the basis that the applicant believes and can prove Grants staff did not follow the policies and procedures outlined the guidelines to determining eligibility.
2. The memo will be reviewed at the next available Grants Committee meeting.
  - a. The Committee will review your original application, the eligibility verification procedures followed by Grants staff, and your memo's content to evaluate the merits of your appeal request.
3. The Grants Committee will vote on your appeal and determine possible outcomes.
4. The decision of the Grants Committee will be considered final. No further appeal will be granted.