



SUBGRANTEE APPLICATION APPEALS

1.0 POLICY

- 1.1 The intent of this policy is to address appeals of funding recommendations. It is the policy of the Montana Board of Crime Control that the Application Review Committee's (ARC's) funding recommendations and policy B-04 be provided to applicants at least fifteen (15) working days prior to a Board meeting to enable the applicant time for appeal. An appeal must include one of the following criteria: 1) the request for proposal was inaccurate; 2) staff provided misinformation; 3) staff failed to follow MBCC policy; 4) a specific geographic region would no longer have any available program in a service category; or 5) the application did not achieve required minimum score.

2.0 PROCEDURE

- 2.1 The appeal must be made in writing with supporting documentation the Crime Control Bureau Chief within ten (10) working days of notice of the ARC's recommendation. An appeal must be specific to one or more criteria listed in 1.1 and:
1. Clearly state the criteria from 1.1 and provide specific justification for each criterion being claimed;
 2. Explain the impact to the applicant and the plan for the program if the appeal is not approved; and
 3. Provide a needs statement to support the appeal request.
- 2.2 The Bureau Chief will review the appeal request and all supporting documents required in 2.1, within 5 working days of receipt of appeal to determine if appeal criteria has been met.
- 2.3 If the Bureau Chief determines criteria have not been met, written notification of the appeal denial will be sent to the applicant within seven (7) working days.
- 2.4 If the Bureau Chief determines criteria have been met, the appeal shall move forward to the Board for review at the next available Board meeting.
- 2.5 The Board shall make a determination and send to the applicant its written determination within seven (7) working days after the Board meeting. The Board's determination is final.
- 2.6 Notification of funding denial shall be made via email and certified mail.

3.0 REFERENCE AND AUTHORITIES

3.1 Bylaws

Peters

Issuing Authority: _____