

HSD Appeal Process

If your application is found ineligible, incomplete, or is not selected for funding, you may appeal the decision. Appeals must be submitted in writing within **four (4) business days** of the date on your notification.

When You Can Appeal

HSD will only consider appeals based on:

- A violation of policies outlined in this funding opportunity
- Failure to follow the stated guidelines, criteria, or procedures

What to Include in Your Appeal

Your written appeal must include:

1. Your agency name, mailing address, phone number, and contact person
2. The title of the funding opportunity
3. The specific decision you are appealing
4. The reason for your appeal, including clear facts
5. The action or outcome you are requesting
6. A description of steps you took during the process to address the issue (for example: asking questions, attending information sessions, or seeking clarification)
7. Signature of your Executive Director or similar leadership

How to Submit

- Email your appeal to [Tanya Kim](#) the HSD Director, with a copy to the funding process coordinator listed in the funding opportunity.
- Please note: It is your responsibility to ensure your appeal is submitted on time. Late appeals will not be considered.

What Happens Next

- The HSD Director will review your appeal and may request additional information if needed. A written decision will be made within **four (4) business days** of receiving your appeal.
- The decision of the HSD Director is final.

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