

Human Services Fund Appeal Process and Procedures

The Human Services Community Funding Program Manager notifies applicants to the Human Services Fund (HSF) in writing of the Human Services Advisory Committee's (HSFAC) award recommendation. Upon notification of a funding recommendation, if an applicant chooses to appeal the recommendation, the procedures provided below must be followed.

1. Within five business days of the date of the award recommendation notification, staff of HSF must receive an appeal in writing providing an explanation and rationale for the appeal based on new information or significant circumstances not available and not known at the time of the application.
2. Staff of the Department of Human Services reviews the appeal request to determine if the appeal meets the appeal requirements established and makes a staff determination of the merits of the appeal.
3. Staff notifies the applicant in writing as to the status of the appeal and next steps, if any within 5 business days of the receipt of the appeal request.
4. If the appeal requires HSFAC review, staff notifies the HSFAC, who makes a recommendation regarding the appeal based on the information provided and any additional information deemed to be relevant.
5. The HSFAC considers all qualified appeals within 10 business days of the receipt of the appeal request and forwards a determination to staff/Director.
6. The Director evaluates the merits of the appeal based on the established criteria, the applicant's written appeal and any recommendation by the HSFAC. The Director provides a written and final recommendation to the applicant within 15 business days of receipt of the appeal request.

Only appeals submitted in writing within the required timeframes, providing explanation and rationale for the appeal based on new information or significant circumstances not available and not considered at the time of the application, will be eligible for consideration through the appeal process.

Send correspondence to both:

Human Services Planning and Program Development Manager, Wendy Schwartz, via:

Email: SchwartzW@bouldercolorado.gov and

Human Services Community Funding Program Manager, Kammi Siemens, via:

Email: SiemensK@bouldercolorado.gov or

Mail: City of Boulder Human Services Department

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Attention: Human Services Community Funding Program Manager