

Merit-Based Application Review Appeals Process

In alignment with the Grant Accountability and Transparency Act (GATA) and Federal Uniform Guidance, all Illinois Emergency Management Agency and Office of Homeland Security (IEMA-OHS) competitive grants, unless exempted or excepted as indicated in 44 Illinois Administrative Code 7030.50, are required to utilize a merit-based application review process which must include a Merit-Based Review Appeal Process.

For competitive grants, appeals are limited to the evaluation process. Evaluation scores or funding determinations/outcomes may not be contested.

To submit an appeal, the appealing party must:

- Submit the appeal in writing to the IEMA-OHS Division of Preparedness and Grant Administration (Division) and in accordance with the grant application document.
- Submit the appeal request within 14 calendar days after the date of the publication of the grant award notice.

The IEMA-OHS Appeals Review Officer (ARO) will consider the appeals submitted to IEMA-OHS and make a recommendation to the Director or designee as expeditiously as possible after receiving all relevant, requested information.

- The ARO must review the submitted appeal request for completeness and acknowledge receipt of the appeal within 14 calendar days from the date the appeal was received.
- The ARO will consider the integrity of the competitive grant process and the impact of the recommendation on IEMA-OHS.
- The appealing party must supply any additional information requested by the ARO within the time period set in the request.
- The ARO shall respond to the appeal within 60 days or supply a written explanation to the appealing party as to why additional time is required.

Documentation of the appeal determination shall be sent to the appealing party and shall include: review of the appeal; appeal determination; and rationale for the determination.

In addition to the written determination, the Division may complete the following:

- Document improvements to the review process given the findings and re-review all submitted applications;
- Document improvements to the review process given the findings and implement improvements into the following year's grant review process;
- Provide written notice to the appealing party as to how the identified actions will be remedied.

Appeals resolutions may be deferred pending a judicial or administrative determination when actions concerning the appeal has commenced in a court or administrative body.