



July 19, 2016

Continuum of Care Committee
Iowa Balance of State Continuum of Care
C/O Amber Lewis, Homeless Programs Manager
2015 Grand Avenue
Des Moines IA 50312

RE: Iowa Balance of State Continuum of Care Appeal for City of Dubuque Phoenix Housing Project Renewal

The City of Dubuque has reviewed the scoring recommendations made by the Continuum of Care Committee for the Phoenix Housing Project Renewal. As stated in the "Appeals Process", "Recognizing the potential for human error to occur in this process" the City of Dubuque is filing an appeal for the rating of question of #15 on the application. An oversight by staff occurred where the policy for termination/appeals had not been included although the Phoenix Housing Project has removed the barriers addressed in question #15 and also was answered in (15)(c). Admittedly, the application stated the policy needed to be included to receive all points in (15)(b); however, it was human error and not an omission in our policies. The Continuum of Care board has a history of forgiving human error by accepting late submissions of applications, etc. and we are requesting your forgiveness with this oversight.

Therefore, we are attaching the policies that reflect the project administrative plan and are hoping that you will reconsider the points awarded. In looking at the reviewers' scoring, it appears as if the reviewers also had originally awarded the points in this section and may not have noticed the policy was not included until it was specifically pointed out to them. It was a human error in not including the policy and not an omission in our policies.

Your consideration will be greatly appreciated.

Sincerely,

Alvin Nash
Director