



# NEW MEXICO COALITION FOR LITERACY

3209 MERCANTILE COURT STE. B ♦ SANTA FE, NM 87507 ♦ 1-800-233-7587 ♦ FAX: 505-982-4095

## New Mexico Coalition for Literacy Operating Assistance Grant Appeal Policy

The New Mexico Coalition for Literacy (NMCL) Grants Review Committee reviews applications for Operating Assistance Grants and makes funding recommendations to the Board of Directors for its approval. The Board of Directors considers ratification of those recommendations. The NMCL executive director then sends each applicant a preliminary award determination letter, stating the tentative amount of funding that program will receive if no appeals are received from applicants. If any appeals are received and granted, the amount of funding any program will receive may be lowered based on the funds remaining to allocate among the qualified applicants.

All grant appeals must be made in writing to the NMCL Grants Review Committee, care of the NMCL's executive director and:

- Must be received no later than 5:00 pm on the 14<sup>th</sup> calendar day after the date of the NMCL's notification letter to the applicant.
- If the deadline day is on a weekend or holiday, a program's appeal must be received by 5:00 pm on the first business day following the weekend or holiday.
- The first day after the date of the notification letter is day one of the period.
- Failure to meet any deadline date in the appeal process results in the loss of the right to appeal the NMCL's decision.

**Grant appeals will not be heard on the basis of late applications or those applications lacking in material mandatory requirements.** Dissatisfaction with the denial of a grant or with the amount of a grant are not valid grounds for appeal.

Grant applications are disqualified if they fail to meet one or more material mandatory requirements as opposed to a minor technical irregularity. For example:

- If the grant application is not signed by a person who is authorized to contractually obligate the organization, the proposal is not binding, and this is a violation of a material mandatory requirement.
- If the grant application fails to include some attachments and the applicant is clearly submitting a binding proposal which demonstrates awareness of the requirements, that failure may be a minor technical irregularity. The applicant may be asked to submit the missing information.

The above examples are not an inclusive list, but are provided to demonstrate what is meant by a material mandatory requirement versus a minor technical irregularity. All decisions by the NMCL about what constitutes a material mandatory requirement versus a minor technical irregularity are final and are not grounds for appeal.

To appeal a funding decision:

- Write a letter to the NMCL Grants Review Committee, care of the NMCL executive director, explaining your grievance with the Grants Review Committee's decision.
- Your letter must include your name and address and should contain a statement of your grounds for appeal, including appropriate supporting exhibits.
- Your letter should be as detailed as possible and must state the facts that support the particular grounds for appeal. This statement constitutes the basis upon which your appeal will be made.
- Your letter must be received by the NMCL by the appeal deadline at 3209 Mercantile Ct. Ste. B, Santa Fe, NM, 87507.

Each applicant is entitled to only one appeal for each program grant request. All appeal decisions by the NMCL are final. Notification letters of the outcome of the NMCL's decision shall be sent via facsimile or e-mail and U.S. Mail.

Within fourteen days of receiving your appeal letter, the NMCL Grants Review Committee will hold a meeting to review your appeal and render its decision on your appeal. The Grants Review Committee will also evaluate the review process by which the initial grant decision was made and review your application as necessary and the Grants Review Committee's notes.

If your appeal is granted, other applicants funding may be reduced incrementally. If your appeal is not granted, then no change in scoring or funding will occur. The NMCL's decision on an appeal is final from which no further appeal may be taken.