The following document provides general information about the Appeals Process that will be used by DCYF in response to our FY18/19 RFP.

**Important Note:** The FY18/19 RFP stated an Appeals deadline of May 29th, 2019 at 5pm. DCYF has extended the deadline for the Appeal period to **May 31st, 2019 at 5pm**.

**Appeals Information:**
The FY18/19 RFP provided the following information about Appeals:

*Agencies not awarded funds through this RFP can file a formal appeal with DCYF. The appeal period begins immediately following the award announcement (tentatively scheduled for Friday, May 24th, 2019), and ends on **Friday, May 31st, at 5:00 p.m.** Appeals will only be accepted in writing and may be submitted either electronically by email to appeals@dcyf.org or via hard copy to the DCYF office prior to the end of the appeal period. A panel selected by DCYF will review all eligible appeals, and the panel decisions will be final.*

**Information to Submit for Appeals:**
Appeals are most likely to be successful when they are based on technical errors on DCYF’s part that may have affected our decision. When appealing an RFP decision applicants should submit the following:

- Agency Name
- Name of the proposal being appealed
- The reason for the appeal: applicants should describe the reason(s) they feel a new decision is warranted.

In addition to technical errors, DCYF will take into account new information or changes in circumstance that have emerged since the RFP submission date.

The following items represent insufficient grounds for an appeal:

- Inaccurate observations made by readers, as shown in their comments
- Variations in individual reader’s scores
- Impact on the program, agency, or youth served (these considerations were taken into account during the RFP review process)
- Past history of being a DCYF grantee

**Appeals Timeline:**
DCYF will provide written decisions to applicants submitting an appeal on or before **June 7th, 2019**. All decisions made about Appeals will be final and no additional Appeals will be accepted.

If you have any questions about this process please contact Brett Conner, Grants Manager at brett.conner@dcyf.org.