



HOW TO REQUEST AN APPEAL

Instructions:

1. Request for an Appeal Form is located at latreasury.com on the Resource Page.
2. A request for appeal must be filed within seven (7) calendar days of the Program Eligibility or Grant Award Determination Notice. If no response is received within seven (7) calendar days, you will no longer have the option to submit a request for appeal. If a deadline under this policy falls on a holiday, the deadline is extended to the next calendar day.
3. You must submit all relevant documentation for your appeal through the applicant portal.

The following reasons allow you to request an appeal of a Program determination:

1. Your application has been identified as ineligible resulting from a Program application review.
2. You have new documentation to submit that could possibly impact your Grant Award Determination.
3. You believe based on the information submitted that your Grant Award Determination is inaccurate.

Important to Note:

1. Requests for extensions to delay the submission of a Request for an Appeal Form or supporting documentation will not be accepted by the Program.

2. The Program will only allow one appeal of a Notice of Ineligibility per application.
3. The Program will only allow one appeal of a Grant Award Determination per application.
4. Appeals cannot be submitted and will not be accepted after a Grant Award Payment has been received.
5. All documentation and correspondence within your application is subject to a full review upon submission of an appeal. Based on the Appeal review, the outcome may result in an increase or decrease in the Grant Award amount or change in eligibility determination.
6. Failure to submit a Request for Appeal Form and/or information and documentation within the seven (7) calendar day time frame (excluding holidays) waives any future appeal rights.