



## City of Trenton

### CDBG/ESG Public Service Applications Appeal Process

An applicant may appeal only the score that it receives. The appeal must be based on a factual error that was made and that, if corrected, would result in a grant award or a higher award. The appeal must be filed in writing within 10 calendar days of the date upon which the City publishes the scores. The appeal shall be filed in writing via email, US Postal Service or hand delivery to:

Marc Leckington, Chief of Housing Production  
City of Trenton  
Department of Housing & Economic Development  
319 East State Street  
Trenton, NJ 08608  
[mleckington@trentonnj.org](mailto:mleckington@trentonnj.org)

The appeal shall identify the specific factual error or errors that are alleged and be accompanied by documentation that supports the allegation. If the CDBG Coordinator or his designee determines that, if granted, the appeal would result in a change to the appellant's application score sufficient to result in a grant award or a higher grant award, the Project Coordinator or his/her designee ("Hearing Officer") shall schedule the matter for a hearing. The hearing must be held within 5 days of the date upon which the appeals period ends. The Hearing Officer shall issue a written decision within 3 days after the completion of the hearing. The date of the hearing and the date by which the written decision must be issued may be extended by agreement between the appellant and the City.

If an appeal is granted, the Hearing Officer's decision shall state the additional points awarded to the applicant with instructions to make the appropriate adjustments in the CDBG allocations that result from the scoring change.

The Scoring Committee shall not be required to meet to make any final adjustments to its allocation grant awards recommendations until all appeals have been decided.