

Monitoring Appeals Procedure

When a Weatherization subgrantee wishes to appeal a monitoring finding or concern, the sub-grantee, within fifteen (15) working days of receiving the monitoring report, must provide a written appeal to the IHEDA Program Manager detailing the reason(s) for the subgrantee's objection to the decision, and documentation of the issue. This appeal should be in the form of a signed letter on agency letterhead.

Weatherization subgrantees must submit documentation outlining grounds for appealing the finding(s) or concern(s). Documentation could include written guidance or policy, training materials, or other such foundation for appeal.

The Weatherization Program Manager will consider the appeal and when appropriate will review decisions with the IHEDA Director of Community Programs before a response is communicated. The Weatherization Program Manager will respond in writing to the subgrantee within fifteen (15) working days. The Program Manager may request additional information from the subgrantee at any time during the review process. Once the Weatherization Program Manager has responded, the decision will be final.