

## *Appeal Procedure*

If an application is rejected by the Housing Rehabilitation Specialist, Community Development Specialist and/or the Community Development Grants Supervisor, the applicant will be given written notification of the rejection and the basis for the rejection. The applicant will also be informed in writing of their rights. If the applicant, within 30 days of the notification of rejection, files a written appeal request with the Community Development Director/Grants Supervisor, they will then schedule with the CDBG Committee to hold an appeal hearing at the next CDBG Committee meeting. The applicant's request must include the applicant's name, address, name of the loan program—Home-Buy the American Dream Loan, and a short summary of why they are requesting the appeal. A written determination based upon the appeal hearing, will be provided to the applicant within 30 days following the hearing.

The appeal should be sent to:  
City of Madison  
Community Development Director/Grants Supervisor  
P.O. Box 2627  
Madison, WI 53701-2627