

**AREAWIDE COUNCIL ON AGING OF BROWARD COUNTY  
HEARING (APPEALS) PROCEDURES**

The Hearing (Appeals) Procedures of the Areawide Council on Aging of Broward County, Inc. are listed below. These Hearing Procedures will apply to the Plan of Action for organizations whose application for funding is denied.

**Any organization:**

- a. that has submitted a complete application for funding in compliance with the State of Florida Department of Elder Affairs format and in compliance with any additional requirements of the Area Agency on Aging of Broward County and
- b. whose application for funding has been denied by the Areawide Council on Aging of Broward County, Inc. may appeal the Areawide Council on Aging of Broward County, Inc. decision.

**The procedure to be followed in such Appeals is listed below:**

- a. The Chief Presiding Officer (Chairperson, President of the Board of Directors, Governing Board) of the organization must submit a written Appeal to the Chief Executive Officer of the Area Agency on Aging of Broward County.
- b. Said request for an Appeal shall be received at the Areawide Council on Aging no more than seven (7) working days after the Areawide Council on Aging of Broward County, Inc. denial of funding for the appellant's application by the Areawide Council on Aging of Broward County, Inc. Board of Directors. Said request shall be sent certified mail or hand delivered with a receipt request.
- c. The Chief Executive Officer of the Area Agency on Aging of Broward County will forward a copy of the appellant's desire for a Hearing to every member of the Areawide Council on Aging of Broward County, Inc. Grievance Committee, the successful bidder, and to the State of Florida, Department of Elder Affairs within seven (7) working days of receipt of the written request for a Hearing.
- d. The Chair of the Grievance Committee will schedule a Hearing of the Appeal within twenty-one calendar days of receipt of the Appeal. This scheduling of date, place and time will be determined by the Executive Committee of the Board of Directors.

**Hearing Procedures continued...**

- e. The appellant will be given at least ten (10) working days written notice of the date, time and place of the Hearing. Such notice may be by telegram, night letter, mailgram and/or certified letter. Such notice will be provided to the successful bidder(s) who will have the right to attend the Hearing.
- f. The appellant will be given an opportunity to present additional information in writing and/or verbally to the Grievance Committee hearing the Appeal. The additional information presented by the appellant must focus on how funding of the appellants application would be more beneficial to senior citizens in the geographical service area in question, than the proposed use of funds approved by the Areawide Council on Aging of Broward County, Inc. The successful bidder also will have the right to present information which may be contrary to the Appeal.
- g. The Chair of the Grievance Committee will preside at the Appeal Hearing.
- h. The Areawide Council on Aging of Broward County, Inc. Hearing Representatives may limit the length of presentations by individuals in order to give an opportunity to speak to all persons who wish to do so.
- i. Upon having heard the testimony of the appellant and others, the Chair will call for a vote by the Grievance Committee. A majority must vote in favor of the Appeal in order for the Appeal to be considered approved by the Project Grievance Committee.
- j. The Grievance Committee Chair will present the decision of the Grievance Committee to the Areawide Council on Aging of Broward County, Inc. Board of Directors at its next full meeting.
- k. Written notification will be sent to the appellant and the successful bidder within thirty calendar days of the Hearing.