

## City of Galveston Disaster Recovery Housing Program

### Who Can Appeal

Anyone who applied to the City of Galveston Disaster Recovery Housing Program and was found to be ineligible or believes that an error was made in their award amount, may appeal their determination.

### What Can Be Appealed

#### Ineligibility of the Program

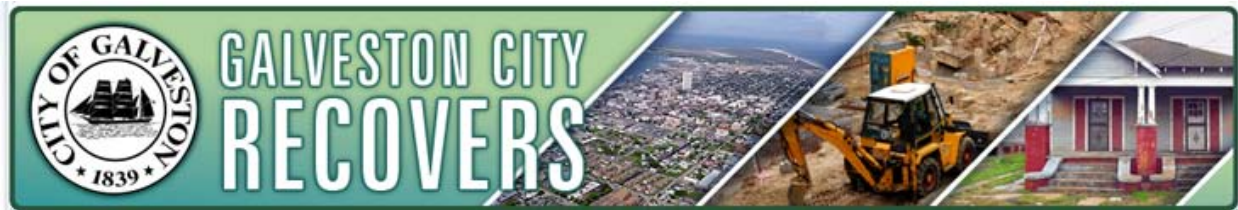
- Not in City of Galveston: All damaged property is required to be in the City of Galveston
- Ownership/Occupancy: All applicants must be able to produce documentation that proves they owned the damaged property at the time of the storm and that it was their primary address.
- Structure Type: A damaged structure must be a single-family or duplex property.
- Property Type: A damaged structure may not be rental or commercial property.
- Manufactured Home for Rehabilitation: A manufactured home that is damaged by the storm must be demolished and reconstructed. Rehabilitation is not eligible.
- Housing Unit Without Land: All housing units to be assisted must be located on property that is owned by the applicant.

#### Award Determination

- Galveston County Appraisal District (GCAD) Amount: Establishes pre-storm value of home.
- Duplication of Benefits Amount: Amounts received from insurance (wind, hazard, flood), FEMA, or Small Business Association (SBA).
- Work Write-Up: An on-site inspection to determine an estimated cost of repair.

### Requesting an Appeal

After having worked with your case manager to resolve your issues, if you still believe the program's determination of your funding award calculation or your eligibility status is incorrect, you can request an appeal in writing to the City of Galveston Disaster Recovery Housing Program. You must appeal any issues with your award within 45 days of the determination as set out in the determination letter. After 45 days, the status is considered final and can no longer be reviewed.



## Where to Mail Your Appeal

*City of Galveston Grants and Housing Department  
Appeals Committee  
905 25<sup>th</sup> Street  
Galveston, TX 77550*

## Instructions for Requesting an Appeal

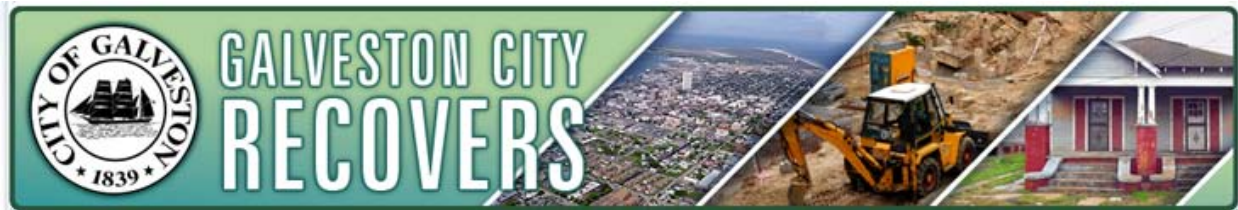
If you choose to formally appeal, you must submit your appeal in writing to the Appeals Department within 45 days from the date of the determination letter. A formal appeal related to your application or award can include more than one issue for consideration or review but must be submitted as one appeal. Only communication that is submitted in writing to the Grants and Housing Department will be accepted.

Please use the attached Request for Appeals form.

## Appeals Process

1. Your appeal request will be received by the City of Galveston's Grants and Housing Department (GHD). The GHD will log the appeal and date of receipt.
2. The GHD will then send the appeal request to the Disaster Recovery Housing Program (Program) for review of completeness and accuracy.
3. The Program will then review the file and fill out a check sheet for items reviewed.
4. During the review, the applicant may or may not be contacted for further information
5. The applicant's file will then be returned to the GHD for review by an Appeals Team.
6. A determination will be made by the GHD and the applicant will be sent a letter with the appeal determination within 45 days of initial receipt of the Appeal Request by GHD.
7. If the applicant does not agree with the GHD determination they have 30 days to submit a written appeal request to the City Manager's Office. Submit to:

*City Manager's Office  
DRHP Appeal  
P.O. Box 779  
Galveston, TX 77553*



8. If the applicant does not agree with the determination by the City Manager, then an appeal can be sent to the Texas Department of Housing and Community Development at the following address:

*Texas Department of Housing and Community Development  
Appeals  
P.O. BOX 13941  
Austin, TX 78711-3941  
(512) 475-3800*

## **Tracking Your Progress**

You may contact your Case Manager at any time during this process to get an update on the status of your appeal and answer any questions you may have.