



## **Boulder County Collaborative Community Development Block Grant-Disaster Recovery (CDBG-DR) Policy Exception Procedure**

### **Purpose**

To assist an applicant who is not eligible in accordance to the Boulder County Collaborative, CDBG-DR policy, an exception may be granted if it does not alter local, State or Federal regulations. A policy exception is different from an appeal. An appeal is based on a disagreement with an award or eligibility decision. A policy exception occurs when an applicant is not eligible in accordance to policy but may still be determined eligible based on other types of documentation or circumstances not anticipated by the current policy. For example, an applicant may not have had a water bill in their name, but has a good justification for that bill being in another person's name and other bills or documents are in the applicants name such as the cable bill, voter's registration, or driver's license. This would be an exception to the current policy but may still achieve the purpose of verifying occupancy.

### **The Grant Manager or Person determining eligibility**

- Needs to obtain any supporting documentation demonstrating that the applicant is eligible
- Will collect the documentation and complete the policy exception form

### **Quality Control Team**

- The forms and documents for justification will be presented to the QC staff from Hagerty Consulting.
- The QC staff will request additional documents from the grant manager assigned to the file if needed.
- The QC staff will review the request and recommend accepting or denying the exception.
- The QC staff will provide to the Hagerty Project Manager for review and an opportunity to request additional information if needed.
- The policy exception decision from the Hagerty Project Manager will be forwarded to the Lead Agency (City of Longmont) Program Manager to review the decision; the QC staff and grant manager may be required to answer any questions pertaining to the case.
- If after review the Hagerty Project Manager and the Lead Agency Program Manager agree to the exception, both will sign the exception form as approved. The applicant will then proceed through the process as any other eligible applicant.
- If the applicant is deemed ineligible, the Hagerty Project Manager and the Lead Agency Program Manager will sign and mark the exception as disapproved.
- The determination will be sent back to the requestor.

Each BCC Partner will maintain a spreadsheet of all their exception files with the outcomes; the approval or disapproval determination form will also be placed in the applicant's file.





### Boulder County Collaborative Policy Exception Form

Applicant ID# \_\_\_\_\_

BCC Partner \_\_\_\_\_

Applicant Name \_\_\_\_\_

Damage Address \_\_\_\_\_

City or Town \_\_\_\_\_, CO. Zip \_\_\_\_\_

Statement of Conflict with Policy:

Current Policy Citation:

Proposed Exception to Policy:

Recommendation/Justification:

Approve:      Yes\_\_\_ No\_\_\_ Need More Info \_\_\_

\_\_\_\_\_  
Hagerty QC Staff

\_\_\_\_\_  
Date of Review

\_\_\_\_\_  
Hagerty Project Manager

Approve:      Yes\_\_\_              No\_\_\_

\_\_\_\_\_  
Lead Agency Program Manager

Approve:      Yes\_\_\_              No\_\_\_

Comments/Information Requested:

