



## GRANT APPEAL PROCESS

Following is the process available to project applicants and subrecipients to appeal certain grant related decisions of the Alaska Community Transit (ACT) Office.

A project applicant or subrecipient can appeal the following decisions:

- Denial of a project application
- Withholding payment of a reimbursement request
- Requiring a refund of grant money
- Suspension or cancellation of a grant or part of a grant

There are two appeal levels. Each request for appeal must be in writing and contain the following:

- Name, address, and telephone number of the appellant
- Signature of the appellant or his/her representative,
- A detailed statement with the reasons for the appeal
- Terms of the application or grant upon which the appeal is made
- Supporting documentation

**Appeal Level I:** The appellant shall submit a written request for appeal to the [Alaska Transit Coordinator](#) within 15 working days after receipt of the decision. The Alaska Transit Coordinator will respond to the appeal within 30 working days.

**Appeal Level II:** If the appellant is not satisfied with the decision of the Transit Coordinator, it shall submit a written request for appeal to the DOT&PF Commissioner of the STATE within 15 working days of receiving the decision. The Commissioner will respond to the appeal within 60 working days. The Commissioner will not accept an untimely appeal. If the appeal is accepted, the Commissioner may (1) remedy the problem by whatever means within the Commissioner's authority, (2) decide the appeal without a hearing if there are no genuine issues of material fact and the dispute is amenable to ruling as a matter of law, or (3) request the appointment of an administrative law judge to hear the appeal as provided in AS 44.64.030(b) or else appoint a private hearing officer.