



**HIRE HOUSTON FIRST
DENIAL OF CITY AND LOCAL BUSINESS DESIGNATION
APPEAL PROCEDURES**

Applicants who wish to appeal denial of Hire Houston First designation must provide written notice within ten (10) business days of the date of the denial letter to the Director of OBO. The applicant may either:

- a. Submit corrections to their original application to OBO Director. Corrections to the original application package will be reviewed, but not new information or changes of circumstances;
or
- b. Request an informal hearing with OBO Director. Documentary evidence may be submitted with request for an informal hearing or at the informal hearing.

Corrections and documentary evidence must include an explanation setting forth the reason the denial should be overturned, any supporting evidence and a sworn and notarized affidavit attesting that the content of the appeal submission is true and correct.

After the informal hearing and at the conclusion of the appeals process, OBO may reverse a denial for various reasons including, but not limited to, those instances where a firm shows that the denial was based on incomplete or inaccurate information. OBO will not overturn a denial if only one or some of the denial reasons are corrected. If at the conclusion of the appeals process OBO determines there is no basis to overturn the denial, OBO will provide a letter to the firm explaining the rationale for upholding the denial.

Written appeals should be addressed to the following:

Marsha E. Murray, Director
City of Houston
Office of Business Opportunity
611 Walker Street, 7th Floor
Houston, Texas 77002