

The policy and procedure for Rensselaer County Homeless Services Collaborative (RCHSC) requests and approval for letters of support is as follows:

1. The agency should submit the following to the Executive Committee Chair and the CARES Staff Lead, allowing 10 business days for review and return:
  - Summary of the project proposal
  - Whether the agency is an active Member of the CoC\*; if not a member, a plan for the agency to become an active Member of the CoC
  - Draft letter of support
2. The Executive Committee will review the letter and make a decision regarding whether the CoC will provide the letter of support by assessing the following:
  - Assess if the project is consistent with the CoC's Ten Year Plan/Addendum
  - Assess if the agency is an active Member or planning to become an active Member of the CoC
  - Edit letter to omit any information that is subjective or that the Executive Committee feels the CoC cannot sign off on
  - Handle exceptions on a case by case basis
3. Notice of the decision will be provided to the agency by the Executive Committee Chair or a designee.
4. The letter (or decision of denial) will be returned to the agency within 10 business days of receipt of the original request.

Executive Committee Chair: Kevin O'Connor, Joseph's House, [koconnor@josephshousetroy.org](mailto:koconnor@josephshousetroy.org)

CARES Staff Lead: Kelsey Addy, CARES, Inc., [kaddy@caresny.org](mailto:kaddy@caresny.org)

\*An Active Member of the CoC has submitted a Membership Form to the CARES Staff Lead for the current operating year (October – September), and participates in CoC Community and/or Committee meetings.