



## **NY-501 Letter of Support Policy**

Date approved

1. The agency should submit a completed request form and draft letter to CARES 10 business days before letter is needed.
2. The Board will review the letter and make a decision regarding whether the CoC will provide the letter of support by assessing the following:
  - Need for project
  - Participation in Homeless Housing Task Force or CoC Committees
3. The Board will edit letter to omit any information that is subjective or the Board feels the CoC cannot sign off on
4. The approved letter will be formatted on CoC letterhead and signed by the Chair and the Collaborative Applicant.
5. The letter (or decision of denial) will be returned to the agency within 10 business days of receipt of the original request.