

The policy and procedure for Franklin Essex Housing Coalition requests and approval for letters of support is as follows:

1. The agency should submit a completed request form and draft letter to CARES.
2. The Governance Committee will review the letter and make a decision regarding whether the CoC will provide the letter of support by assessing the following:
 - Fact-check responses to above criteria
 - Handle exceptions on a case by case basis
 - Edits letter to omit any information that is subjective or that Governance feels the CoC cannot sign off on
3. Notice of the decision will be provided to the agency.
4. The approved letter will be formatted on CoC letterhead and sent to FEHC-Chair for signature.
5. The letter (or decision of denial) will be returned to the agency within 15 business days of receipt of the original request.

To request a letter of support from the Franklin Essex Housing Coalition, the following form must be completed and should accompany the draft of the letter. Both documents should be sent to CARES, with Attention to: Governance Committee.

1. Please provide a brief summary of the project (250 word limit).
2. Briefly detail how the project fits within the CoC's mission (250 word limit).
3. Is the agency requesting the letter a member of the FEHC?
4. If a member, is the agency in good standing (ie. Attendance/dues)?
5. Note what is the agency's involvement in the CoC (Board participation, committee participation, etc.)?

I _____ on behalf of _____ am requesting a letter of support from the Franklin Essex Housing Coalition for a project being proposed to

_____ .