

The Policy and Procedure for Albany County Coalition on Homelessness (ACCH) regarding requests and approvals for Letters of Support is as follows:

1. The Agency must submit a completed Request Form and draft letter to the CARES Staff Lead, allowing 15 business days for review and return.
2. The Governance Committee will review the letter and determine whether the CoC will provide the Letter of Support by assessing the following:
  - The project described aligns with the ACCH Mission
  - The project described aligns with the *Albany County Strategic Plan to Prevent, Reduce and Combat Homelessness*
  - The agency is an "ACCH member in good standing"\*
  - If the agency is not an ACCH member, the agency will have an in-person or phone interview with the Governance Committee and will provide the following information as part of their Letter of Support request:
    - Agency Description (history, mission, who the agency serves, where the agency is located, etc.) of no more than two pages
    - How the agency will become a member of the ACCH
3. Governance Committee members must reach consensus to approve in order for the Letter of Support to be granted. If a Governance Committee member is not available (defined as not having responded to the other Governance Committee members regarding the Letter of Support request within three business days) the remaining two Governance Committee members must come to a consensus of approval in order for the Letter of Support to be granted.
  - If consensus is not reached, the Governance Committee will defer to the Co-Chairs of the ACCH Board for final decision
4. Governance Committee will edit the draft Letter of Support to omit any information that is subjective or that Governance feels the CoC cannot sign off on.
5. Notice of the decision will be provided to the agency by the CARES Staff Lead.
6. Upon approval by the Governance Committee, the CARES Staff Lead will format the draft Letter of Support on ACCH letterhead and send it to the ACCH Board Co-Chairs and CARES CoC Director for signature.
7. The letter (or decision of denial) will be returned to the agency within 15 business days of receipt of original request.
8. ACCH reserves the right to handle exceptions on a case by case basis.

\*ACCH Member in good standing as described in the ACCH Bylaws: members who have attended three out of the last four ACCH Membership meetings.

**Contacts:**

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Dominick Sondrini, Soldier On

CARES Planning Unit Director: Michelle Sandoz-Dennis

CARES Staff Lead: Maggie Watson