

The Policy and Procedure for Rockland County Continuum of Care (RCCC) regarding requests and approvals for Letters of Support is as follows:

1. The Agency must submit a completed Request Form and drafted Letter of Support to the CARES Staff Lead, allowing up to 15 business days for review and return.
2. The Board will review the Agency's request and determine whether the proposed project aligns with the mission of the RCCC; to prevent, reduce and combat homelessness.
3. The Collaborative Applicant will verify the Applicant as an RCCC member in good standing\*
  - i. *RCCC members out of good standing will not be issued a letter of support until communicating (in writing) their intent to immediately resume active participation in RCCC Membership meetings.*
4. If the requesting Agency is *not* a member of the RCCC, they *may* be required to participate in an interview with the Board (in-person, by phone or virtually); and *must* provide the following information as part of their Letter of Support request:
  - i. Agency description (history, mission, location, target population) of no more than two pages
  - ii. How/when the agency plans to become a member of the RCCC
5. The Board must reach consensus in order to approve the Letter of Support.
  - i. If a Board member is unavailable to respond to the Letter of Support request within three business days, the remaining Board members must agree to approve the Letter of Support in order for it to be granted.
  - ii. If consensus is not reached, Board members will defer to the RCCC Co-Chair's for a final decision.
6. The Board may edit the drafted Letter of Support.
7. Upon approval by the Board, the CARES Staff Lead will format the draft Letter of Support on RCCC letterhead, send it to the RCCC Board Chair, and notify the agency of the approved request.
8. The letter (or decision of denial) will be returned to the agency within 15 days of receipt of the original request.

**Contacts:**

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