



## NY-501 Letter of Support Policy & Procedure

The policy and procedure for Southern Tier Entry to Programs and Services 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 Board 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 following criteria:
    - Assess if the project is consistent with the CoC's objectives
    - Assess if the agency is an active member or planning to become an active member of the CoC
    - Confirm the proposal was sent to the appropriate HHTF
  - Handle exceptions on a case by case basis
  - Edit the letter to omit any information that is subjective or that the Board 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 the STEPS 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.
6. STEPS will not discriminate against non-member agencies requesting letters of support. However, non-member agencies must include their partnership with current CoC members in their proposal.



## NY-501 Letter of Support Request Form

Requests for letters of support should be made 15 business days in advance of when the letter is needed. To request a letter of support this form must be completed and accompany a draft of the letter. Both documents should be sent to Haleigh Schmidhamer, CARES Planning Associate, via email at [agraves@caresny.org](mailto:agraves@caresny.org)

1. Have you discussed this proposal with your regional HHTF Lead and/or other relevant county officials, planning entities or DSS?
2. Are you an active participant of the NY-501 CoC, its committees, board or the local Homeless Housing Task Forces?
3. Please summarize your agencies part in the NY-501 CoC committees, Board and/or the local Homeless Housing Task Forces (100 word limit).
4. Please provide a brief summary of the project (250 word limit).
5. Please document the need for the project (250 word limit)
6. Briefly detail how the project fits within the CoC's mission (250 word limit).
7. When do you need to have the letter of support?

I, {agency representative}, on behalf of {agency} , am requesting a letter of support from the NY-501 Continuum of Care for a project being proposed to {procurement stream/agency} . The project will take place in {County} .