

The Policy and Procedure for Franklin Essex Housing Coalition (FEHC) 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 Governance Committee will review the Agency's request and determine whether the proposed project aligns with the mission of the FEHC; to prevent, reduce and combat homelessness.
3. The Collaborative Applicant will verify the Applicant as an FEHC member in good standing*
 - i. *FEHC 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 FEHC Membership meetings.*
4. If the requesting Agency is *not* a member of the FEHC, they *may* be required to participate in an interview with the Governance Committee (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 FEHC
5. The Governance Committee must reach majority consensus in order to approve the Letter of Support.
 - i. If consensus is not reached, Governance will defer to the FEHC Chair and Vice Chair for a final decision.
6. The Governance Committee may edit the drafted Letter of Support.
7. Upon approval by the Governance Committee, the CARES Staff Lead will format the draft Letter of Support on FEHC letterhead, send it to the FEHC 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.
9. The Letter of Support request and outcome will be added to a report for presentation to the FEHC Board and Membership monthly or as necessary.

**Online LOS Request Form: Policy and Procedure Regarding Letters of Support (caresny.org)*

**FEHC member in good standing as defined in the FEHC Bylaws: One who has paid their dues and/or has requested a waiver of dues that was approved by the Board of Directors.*

Contacts:

CARES Team Lead, Joan Spector: jspector@caresny.org

CARES Planning Team Director, Kelsey Addy: Kaddy@caresny.org