

The Policy and Procedure for the Southern Tier Homeless Coalition (STHC) 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 Planning Lead, Board President, and Board Vice President, allowing up to 7 days for review and return.
 - a. If an MOU is requested the Agency will be required to attach a copy of the RFP.
2. The Governance Committee will review the Agency's request and determine whether the proposed project aligns with the mission of the STHC: to improve the lives of individuals and families at-risk of or experiencing homelessness by advocating for and providing permanent solutions for the problems of homelessness in the Southern Tier of New York State.
3. CARES Planning Lead will verify the Applicant as an STHC member in good standing*
4. If the requesting Agency is *not* a member of the STHC, or not a member in good standing, they *must* provide the following information as part of their Letter of Support request:
 - a. Agency description (history, mission, location, target population) of no more than two pages.
 - b. A copy of the completed membership application including what committees they would like to become a part of.
 - c. If letters of support are requested by both a STHC Member and a Non-member for the same funding project, preference may be given to the STHC Member.
5. The Governance Committee must reach a majority to approve the Letter of Support.
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 STHC letterhead, send it to the STHC Board President and Vice President for signature, and notify the agency of the approved request.
8. The letter (or decision of denial) will be returned to the agency within 7 days of receipt of the original request.

*STHC membership in good standing is defined as attendance of at least nine (9) Coalition meetings per year with no more than 3 unexcused absences and active participation in at least one (1) committee.

Contacts:

CARES Staff Lead, Aubrie Graves agraves@caresny.org

Board President Tim Lockwood tlockwood@ccocc.org

Board Vice President

CARES Planning Unit Director, Kelsey Addy kaddy@caresny.org