



New York State Balance of State Continuum of Care

NEW YORK STATE BALANCE OF STATE CONTINUUM OF CARE

Policy for Letters of Support

Policy

It is the policy set forth through the Steering Committee of the New York State Balance of State Continuum of Care (NYS BoS CoC) that any requests for a Letter of Support for a project within the CoC that pertains to at-risk and/or homeless individuals and families follow the prescribed procedure to assure the timeliest response to the request. It is the expectation of the NYS BoS CoC that the agency requesting the letter will be an active member of the CoC and participate in Coordinated Entry and the Homeless Management Information System (HMIS) whenever possible.

Procedure

- A. All requests for support letters from the CoC should be emailed to BoS.nys@otda.ny.gov. Requests should be submitted no later than 14 days before the grant application is due to ensure adequate response time. The following information must be included in the request:
 1. Completed Letter of Support Request form
 2. Project budget
 3. Sample letter of support
- B. The Collaborative Applicant will review the request and contact the agency requesting support if further information is needed.
- C. Once the request is reviewed, it will be forwarded to the applicable Steering Committee members from the Local Planning Bodies to be served by the project.
- D. The project must receive approval from two of the three Steering Committee members from each Local Planning Body in which the project is located. Steering Committee members indicate approval via initialing the request form and send back to BoS.nys@otda.ny.gov. Whenever possible, the agency requesting a letter of support will present at the applicable Local Planning Body Meeting(s) or via phone conference to present the project.
- E. The Co-Chair will sign the letter and return it to the agency as well as the Collaborative Applicant. If the request does not receive approval, the Co-Chair(s) and Steering Committee member(s) will notify the Collaborative Applicant, who will notify the requesting agency of the decision.

Denials

There are certain conditions in which a letter of support may not be given. The following situations will be reviewed on an individual basis.

1. If a request is made less than 14 days before the grant application due date.
2. If the agency has lost funding through the CoC or ESG programs for poor performance.
3. If the project is for a population with which the CoC has no experience.
4. If the agency refuses to follow CoC [policies](#), including the [Governance Charter](#), [HMIS](#) and Coordinated Entry.

Appeals

In the event that the BoS CoC does not provide a letter of support, the requesting entity may request an appeal. The appeal will go to the full Steering Committee for review.



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Letter of Support Request

Agency Name:

Project Name:

Contact Name:

Email:

Funding Opportunity Name:

Due Date:

Is this a renewal project that has previously received a letter of support? Yes No

Is the requesting agency a member of the BoS CoC? Yes No

Briefly describe the project, including which communities within the BoS CoC will be served:

How does this project address homelessness/housing instability?

How will this project use the Coordinated Entry System? Describe a plan for implementation.

How will this project use the Homeless Management Information System, or a comparable database?
Describe a plan for implementation.

I have reviewed the BoS CoC governing structure, policies and procedures.

Please return the completed request to: BoS.nys@otda.ny.gov

Approvals

Date Rcv'd:

Co-Chair Initials:

SC Initials: