

Letters of Support

Requesting Letters of Support for Homeless Specific Projects:

All requests for letters of support must be put in writing to the CoC Coordinator two weeks in advance to when the letter is needed.

The request must include:

1. Name of the Project
2. Summary of the Project
3. Funding Request
4. To whom the letter should be addressed
5. Date for when the organization needs the letter

To receive a letter of support, organizations must meet the follow criteria:

1. Be a member of the MCHCoC
2. Participate in at least one MCHCoC Committee
3. Participate in the annual Point in Time count
4. Update and correct project data as required for HUD reporting
5. Meet HMIS Data Quality Standards
6. Attend trainings as required by the CoC Board

If a project meets the above criteria, the CoC Coordinator will provide a letter of support.

Organizations who do not currently participate in HMIS must provide a commitment in writing that if awarded, they will meet the HMIS and reporting standards.

If a project does not meet the above criteria, the CoC Coordinator will meet with the MCHCoC Board Officers for a plan to provide a letter of support, this can include providing a conditional letter of support pending an organization meets the criteria the next grant application.

All letters of support will be reviewed at the subsequent CoC Board meeting.