

Durham Continuum of Care

Policy & Procedure

Title:	COC LETTER OF SUPPORT POLICY & PROCEDURES	Effective:	5/24/17
		Last Reviewed:	5/24/17
References:	N/A		
Attachments:	N/A		
Policy:	It is the policy of the Durham Continuum of Care (CoC) that requests for any Letter of Support for grant applications or other endorsements within the CoC be approved by the Homeless Services Advisory Committee (HSAC) Executive committee.		
Procedures:	<ol style="list-style-type: none"> 1. The organization making a request shall review the most recent Durham CoC Collaborative Application (available at www.durhamopeningdoors.org) to ensure alignment with the Durham CoC's Strategic Goals 2. A Request should include the following information in the request or in separate attachments: <ol style="list-style-type: none"> a. A draft of the grant application for which a letter of support is being sought b. A description of how the grant proposal aligns with Durham CoC Goals c. The data and data sources used to support the proposal d. A draft of a suggested letter of support for the proposal 3. Letter of support requests must be submitted at least 30 days prior to the grant application submission deadline 4. Requests should be e-mailed to the Durham CoC Lead Agency (durhamopeningdoors@durhamnc.gov) 5. Upon receipt of the request and the required documents, the information will be reviewed by the HSAC Executive committee. Additional documentation may be requested. 6. Once the HSAC Executive Committee is satisfied that the information packet is complete, the request will be reviewed by HSAC Executive Committee members and a decision will be made by the Executive committee on approval of a letter of support. 7. If approved, the Durham CoC Lead agency will facilitate drafting and securing of proper signatures and return a signed letter to the organization making the request via e-mail 8. If a letter of support is denied, the Durham CoC Lead Agency will inform the person sending the original request via e-mail that the letter of support was not approved and provide reason for HSAC Executive Committee denial. 		