



Grand Rapids/Wyoming/Kent County Continuum of Care – MI 506

Process to Request Letter of Support for Non-LIHTC Projects

Introduction

The Grand Rapids Area Coalition to End Homelessness, also known as the Grand Rapids/Wyoming/Kent County Continuum of Care entity and here forward referenced as the CoC, is committed to ending homelessness across Kent County and supports development, initiatives, and services that will aid in reaching this goal.

The CoC often receives requests for letters of support from agencies that provide housing and/or services to households experiencing homelessness and/or housing instability throughout Kent County. The process outlined below allows for the CoC to evaluate information about the agency and project to determine whether or not the project meets the objectives of the CoC as outlined in the current strategic plan and to ensure an appropriate amount of time has been given to compose a letter of support for the proposed project.

The agency requesting the letter shall provide the following materials at least 7 business days prior to their desired delivery date (letters of support may not be provided if 7 business days' notice is not given) via e-mail to CoC Program Manager, or designee:

- **Cover Letter:** A cover letter, which may be in the form of an email, from the agency's Executive Director (*or other applicable staff*) requesting the letter of support which includes the amount funding being applied for as well as the funding source;
- **One-Page Project Description:** A brief one-page description of the project which includes:
 - project details including whether the project is new or continuing, the program and service delivery model being used, the location of the project, target population and the number of persons to be served, the number, type (i.e. PSH units), and configuration (i.e. 1 bedroom apartment) of housing units or beds
 - explanation of the need for the project
 - expected project outcomes
 - expected operation date of the project
 - anticipated coordination with community partners
 - position statement on how the project addresses the needs for affordable housing in Kent County, and specifically responds to priorities and objectives of the CoC, including reference to the CoC strategic plan and other goals
 - a description of how the project anticipates participating in the Coordinated Entry Model (if applicable);

- **Budget Overview:** A budget which includes the anticipated amount and sources for the project as a whole and any anticipated impacts on funding in the community;
- **Funding Opportunity:** A link to the funding application the organization is responding to;
- **Sample Letter of Support:** A sample letter of support for the project, for the CoC to use at its discretion. The sample letter should be in the form of a Word document;
- **Contact Information:** the email and phone number of the person who should be contacted in case there are questions about the project or the requested letter of support.

Decision Making Authority

Requests for letters of support will be reviewed by the CoC Program Manager and recommended to the CoC Steering Council chairperson for Execution. The chairperson shall have discretion in determining approval. Applicants may appeal the chairperson's decision to the Steering Council at its next regularly scheduled meeting.

A decision about the letter of support requests will be sent to the contact indicated and retained by the CoC for a period of three years commencing on the date of execution.