



Fresno Madera Continuum of Care Letter of Support Process

Members in good standing¹ of the Fresno Madera Continuum of Care (FMCoC) are eligible to receive participant letters confirming their role in the CoC-coordinated regional efforts, and **letters of support for funding applications** (if approved through the Letter of Support policy below). **The below policy pertains only to the letter of support process. For additional information on requesting a participant letter, see Article II, Section 4 of the FMCoC [Governance Charter](#).**

Letters of Support: the FMCoC is committed to fostering collaboration with agencies working to address homelessness by providing housing and/or services to individuals or families who are experiencing homelessness or at-risk of homelessness within the FMCoC's geographic area of Fresno and Madera Counties. Therefore, upon request, the FMCoC may provide Letters of Support for CoC Members in Good Standing working within the FMCoC that are responding to local, state, and federal Requests for Proposal to address homelessness. Organizations seeking FMCoC Letters of Support should demonstrate, as described below, how their proposed project is aligned with the FMCoC's mission to develop, promote, and implement strategies to end homelessness.

All requests for Letters of Support must be for projects that align with the local CoC, State and Federal priorities and policies, with commitment to implementation of best practices. Best practices include, but are not limited to, participating in the Homeless Management Information System (HMIS), the Coordinated Entry System, and utilizing Housing First practices.

Letters of support should not be requested for Requests for Proposal being administered by the CoC (through an Administrative Entity for the CoC or through the Collaborative Applicant for the CoC). Local CoC policies, Governance, and Written Standards for projects are available for review on the [CoC website](#).

To ensure a consistent and transparent process for the provision of Letters of Support, the CoC has established the following procedure outlined below:

The CoC Officers (Chair, Vice Chair, and Secretary) have been authorized by the FMCoC to:

- Receive the requested Letter of Support
- Review submitted materials for Letter of Support
- Produce the Letter of Support on the CoC letterhead, signed by the CoC Chair or Vice Chair

¹ See Article II, Section 3 of the [Governance Charter](#) for the definition of "Good Standing."



Process to Request a Letter of Support:

1. All requests for Letters of Support from the CoC shall be emailed to the CoC Chair, Vice Chair, and Secretary. Requests for Letters of Support may only be made by CoC Members in Good Standing and funding must be for use within the geographic boundaries of the FMCoC.
2. Requests should be submitted no later than 10 business days before the grant application is due to ensure adequate response time. If this deadline cannot be met, an explanation as to an emergency request should be included.
3. The following information must be included in the request:
 - a. Email:
 - i. Contact information for a response,
 - ii. Whether the agency requesting the Letter of Support is a CoC Member in Good Standing,
 - iii. Where the services/housing/funding will be offered/used (geographic locations),
 - iv. Date the Letter of Support is needed, the name of funding opportunity, and the total dollars being requested,
 - v. Whether the agency currently utilizes or will utilize the Coordinated Entry System for project referrals,
 - vi. Whether the agency currently utilizes or will utilize the HMIS or a comparable database,
 - vii. Whether the proposed project will be Housing First, and
 - viii. Whether this is a renewal grant that has previously been awarded a Letter of Support from the CoC.
 - b. Draft Letter of Support (**a Word version of the template is included [HERE](#) as a hyperlink and included below as Attachment A**) that should, at a minimum, include:
 - i. Name of the organization making the request and the funding opportunity
 - ii. Project description and objective
 - iii. Target population and geographic area
4. The Officers will review the request and contact the agency requesting the Letter of Support if further information is needed.
5. If approved by a majority of the reviewing Officers, the Chair or Vice Chair will sign the Letter of Support on CoC letterhead and return it to the agency. The signed letter will be added to the meeting packet at the next CoC Board and General Membership meetings.
6. If the request does not receive approval, an Officer will notify the requesting agency of the decision.
 - a. There are certain conditions in which a Letter of Support may not be given. The following are examples of why a request may be denied:
 - i. If a request is made less than ten business days before the grant application due date.



- ii. If the agency has lost funding through the CoC or ESG programs for poor performance.
- iii. If the project is for a population with which the CoC has no experience/is not a project related to homelessness.
- iv. If the agency refuses to adhere to CoC, State, and/or Federal policies, standards, and best practices.



Attachment A – Letter of Support Template

[LEAVE THIS PORTION BLANK FOR FMCoC LETTERHEAD]

DATE

[Name of Recipient/Grantor]

[Title]

[Address]

[City, State Zip]

Re: Letter of Support from Fresno Madera Continuum of Care for [name of funding opportunity]

To Whom It May Concern:

On behalf of the Fresno Madera Continuum of Care (FMCoC), please accept this letter as support of the [name of project/applicant] in implementing the [name of funding opportunity]. [Introduce project, describe it, and state its objective.]

The Fresno Madera Continuum of Care seeks to end homelessness within Fresno and Madera Counties by facilitating a coordinated, unduplicated and seamless service provision for the community's homeless population and by developing, promoting, and implementing strategies to end homelessness. As it pertains to this project, the FMCoC:

- [List any and all specific connections to FMCoC and their mission to explain why FMCoC supports this project including total dollars requested, the target population and geographic area].
- [If applicable: List any specific services which FMCoC has agreed to provide if the funding is granted (this is rare and must be supported by documented communication with CoC Board indicating the agreement)];

FMCoC is excited to support [name of project/applicant's] efforts to [description of project's objective or goal (e.g., improve the availability of substance use treatment for FMCoC's unhoused neighbors)].

We believe that our support and commitment are necessary to the functionality and success of the program, and we look forward to working with [applicant].



Sincerely,

[Name]

[Title]

Date

Fresno Madera Continuum of Care