



Policy and Procedure regarding requests and approvals for Letters of Support

1. The Agency must submit a drafted Letter of Support to the CoC Staff Lead, allowing up to 10 business days for review and return.
 - i. Requests for letters returned in less than 10 business days may be denied.
2. CoC Staff will review the Agency's request and determine whether the proposed project aligns with the mission of the Continuum of Care for Kane County; to prevent, reduce and combat homelessness.
3. CoC Staff will verify the Applicant as a CoC member in good standing
 - i. CoC members out of good standing will not be issued a letter of support until communicating (in writing) their intent to immediately resume active participation in CoC Membership meetings.
4. If the requesting Agency is not a member of the CoC they may be required to participate in an interview with CoC Staff or CoC Board representatives (in-person, by phone or virtually); and must provide the following information as part of their Letter of Support request:
 - i. Agency description (history, mission, location, target population) of no more than two pages
 - ii. Non-member agencies must provide certification of good standing with the secretary of state.
5. CoC Staff will distribute the letter via e-mail to Board Chair for review. The Chairperson will make the final decision to provide the letter of support.
7. CoC Staff or the Board Chair may edit the drafted Letter of Support.
8. The letter (or decision of denial) will be returned to the agency within 10 days of receipt of the original request by CoC Staff.