



Policy and Procedure Title: Request for Letters of Support

Date approved by CoC Governing Board: December 15, 2021

Purpose: This Policy & Procedure details the instances in which a letter of support will be provided by the Western PA Continuum of Care and the process for requesting a letter of support from the Western PA Continuum of Care.

Policy for providing letters of support: Letters of support can be requested from the Western PA Continuum of Care (aka. One by One, aka. PA-601) by any registered member of the CoC. Letters of support will be provided only to programs that demonstrate support for the CoC's mission to end homelessness through a socially just coordinated community-based process of identifying needs and building an open, integrated, and inclusive system of housing and services that addresses those needs.

Procedure for requesting letters of support:

1. All requests for letters of support should be emailed to the Western PA CoC's general email account (westernpacoc@gmail.com) a minimum of two weeks before the letter is needed*.
2. The body of the email should include the following information:
 - a. Name of the organization requesting the letter
 - b. Name of the grant/opportunity being applied for
 - c. Date the letter is needed
 - d. Counties within Western PA CoC's region that will be served by the program
 - e. Numbers served in each county last year (if existing program)
 - f. Numbers expected to be served in each county with the funding being requested
 - g. Overview of services to be provided, including explanation of what the funds being requested will be used for
 - h. Current outcomes (if existing program)
 - i. Expected outcomes of the funding being requested
 - j. Will the program you are applying for participate in the CoC's Coordinated Entry system? Why/why not?
 - k. Does your project operate under the principles of Housing First? If yes, please describe. If no, please explain why.
 - l. Any other pertinent information
3. A draft letter of support specific to your request must be included as an attachment.

*We recognize that there are instances in which funding/other support applications become available with a deadline that is less than two weeks away. In these instances, please send an email marked as urgent detailing your request and providing an explanation as to why the letter was requested outside of the established timeframe.