

County of Riverside Continuum of Care



CoC LETTER OF SUPPORT PROCESS

Purpose: To provide timely and consistent response to requests for a letter of support from the Riverside CoC.

Policy: It will be the policy set forth through the CoC Planning Committee, that any requests for a CoC Letter of Support which pertains to housing and homelessness projects serving Riverside County must follow the process below.

All CoC letter of support requests, including required supplemental information, should be emailed to CoC-CORE@rivco.org and forwarded to the attention of the CoC Chair. Projects identified in the letter of support should be aligned with the mission and values of the Riverside County CoC and the County Plan to End Homelessness.

Required Documents:

- I. Agencies must submit a detailed letter of support for review, approval and signature.
- II. Agencies must submit an application summary, not to exceed two pages, that includes, at a minimum, the following supplemental information:
 - a. Request For Proposal (RFP) due date.
 - b. What community needs does the project address?
 - c. Current or previous experience working with the Riverside County CoC or other CoCs, if applicable.
 - d. If not a Riverside CoC member, identify current Riverside CoC partnerships.

The letter of support and supplemental information must be submitted no less than two weeks prior to the RFP due date.

Procedure:

- I. All CoC letter of support requests will be reviewed by DPSS CoC-CORE for completion. Additional information will be requested, if necessary.
- II. Complete letters of support and required documents will be forwarded to the CoC Chair for final review, approval and signature.
- III. The CoC Chair will return all approved or denied CoC letter of support requests to DPSS CoC-CORE within 5 business days.
- IV. DPSS CoC-CORE will forward a signed copy of the letter to the soliciting agency and list it on the upcoming CoC meeting agenda as an informational item.