

# Morris County Continuum of Care

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**Subject:** Letter of Support Process

**Effective Date:** January 1, 2025

**Primary Responsibility:** Continuum of Care (CoC) CoC Executive Committee and Lead Agency

**Purpose:** To ensure that all agencies requesting support from the Morris County Continuum of Care are using a standard practice for submitting requests and that the CoC has a standard process for related communications.

**Overview:** Current or prospective CoC-participating organizations may require letters of support for a variety of purposes including for funding applications, HUD-related requirements, or engaging in partnerships. Requests for letters of support are subject to electronic voting by the CoC Executive Committee. The Chair is not directly responsible for approving requests and letters of support are not guaranteed. Letters of support will only be granted to organizations who include in the proposed letter a commitment to engage in the Morris County Coordinated Entry process.

## Process for Requesting a Letter of Support

1. Agencies are highly encouraged to submit requests for letters of support at least 5 business days in advance of the deadline to ensure sufficient time for the Executive Committee to review and vote.
2. Agency requesting letter of support submits request to [mccoc@co.morris.nj.us](mailto:mccoc@co.morris.nj.us) or fillable form with the following information:
  - Organization requesting the letter,
  - Agency contact and email,
  - Purpose of the letter,
  - Deadline for the letter,
  - Description of what the organization intends to do if funding or support is granted,
  - Attachment of a proposed draft of the support letter being requested,
  - Other attachments as needed.
3. Lead Agency forwards request to the Executive Committee Chairperson to confirm the request is eligible to call for a vote.
4. If the Chairperson approves request, the Lead Agency sends the request for vote to Executive Committee.
  - Instructions for voting: *Please read the question below and reply all with either **YES, NO, OR ABSTAIN** by **TIME** on **DAY, DATE**. If you have questions or comments, please “reply all” before voting.*
  - Question: *Do you approve of signing the attached letter of support for **PURPOSE FOR LETTER**.*
5. The Lead Agency collects responses and tallies votes.
  - a. Once quorum is achieved, if the request is approved, the Lead Agency formalizes the letter using CoC letterhead and sends it to the Chairperson for final review.
  - b. If the request is not approved or if quorum is not achieved by the deadline, the Lead Agency drafts a denial letter and sends it to the Chairperson for final review.
  - c. The Chairperson reviews and signs final letter.
  - d. Lead Agency sends letter to agency contact through electronic mail.
    - **Template for approved requests:** *The Morris County CoC has voted in favor of providing a letter of support for **PURPOSE FOR LETTER**. Please see attached letter. Please notify the CoC on the outcome of the support letter. Thank you.*

- **Template for denied requests:** *The Morris County CoC has voted in opposition to providing a letter of support for **PURPOSE OF LETTER**. This determination is specific to this letter. Please do not hesitate to submit requests in the future. Thank you.*