



960 Main Street  
Buffalo, NY 14202  
Telephone (716) 853-1101  
FAX (716) 853-1750  
www.wnyhomeless.org

### **Policy for Letters of Support**

In order to receive a letter of support for a project the Continuum of Care will follow these guidelines:

1. Projects and programs should have a direct, positive impact upon the delivery of homeless services within the CoC service area from active members of the CoC that have demonstrated full participation in the CoC meetings and planning process, as well as those that utilize the CoC Coordinated Entry system and follow a Housing First policy.
2. Members of the CoC that are proposing projects other than homeless projects may not receive a letter of support.
3. All requests for letters of support should be sent to the Executive Director no later than 21 days before the grant application is due. HAWNY cannot guarantee letters of support if not requested within the 21 day period.
4. A full project description including the roles of any community partners as well as details of the targeted population, budget and number of beds/units must be submitted as part of the requested support letter.
5. Once adequate notice is given, the Executive Director reserves the right to meet with the applicant before approval or denial of the letter of support.

Conditions where a letter may not be given

1. If the Agency has lost funding through the CoC or ESG programs for poor performance.
2. If it is a start-up non-profit with no history of performance or financial records.
3. If the project is for a population with which the CoC has no experience.

All questions should be directed to Dale Zuchlewski, Executive Director.  
(zuchlewski@wnyhomeless.org)