

Guidance for Requesting a COC Letter of Support

To request a NYC CCoC letter of support contact Aleida Valentin at valentina@dss.nyc.gov or by calling 929-221-6184 with as much lead-time as possible but at least five business days prior to the deadline in the RFP/other funding source requirement. Please note that during the HUD NOFA and or COC Evaluation periods that you may need to submit your request more than five business days in advance due to the strict HUD timelines and workload requirements.

For COC members your request should include:

Requesting person's contact information including telephone and email address.

Indication of whether the agency requesting the letter is a current member of the COC.

A short description of the project, including the name of the RFP/ other funding source that you are responding to, project/program address with borough and zip code as well as the type and number of proposed unit(s). If the project/ program constitute only a certain number or percentage of the total units indicate that as well.

The agency/and or funding source contact for the letter, his/her title/designation and address including zip code.

The completed letter of support shall be emailed to the person requesting the letter even if on behalf of another person, for example, a consultant requesting a letter on behalf of another person and or agency.

For non-COC members your request should also include:

A short description of the project, including the name of the RFP/ other funding source that you are responding to, project/program address with borough and zip code as well as the type and number of proposed unit(s). If the project/ program constitute only a certain number or percentage of the total units indicate that as well.

Statement stating their acceptance of the NYC CCoC's invitation to attend NYC CCoC open meetings (Community Meetings) and agreeing to participate in the Homeless Management Information System (HMIS) by regularly uploading data on its homeless set-aside units and participating in NYC's coordinated entry process

The agency contact person for the letter/ and or funding source including his/her title/designation and address including zip code.

The completed letter of support shall be emailed to the person requesting the letter even if on behalf of another person, for example, a consultant requesting a letter on behalf of another person and or agency.