

**Flint & Genesee County CoC
Policy: Letters of Support**

Subject: Letters of Support		Policy #: 301
Date Adopted: 07/24/2026	Dates Reviewed:	Dates Revised:
Distribution: All Governance Council Members, General Members, Committee Members, Contracted Entities		Number of Pages: 2

Purpose:

To ensure that the Flint & Genesee County Continuum of Care¹ supports its community partners in their programming and funding efforts by providing appropriate letters of support.

Philosophy:

The Flint & Genesee County CoC recognizes its community partners are essential to its mission of preventing and ending homelessness as they provide housing and other services needed by the homeless residents of Genesee County. Therefore, the CoC will provide appropriate letters of support to those community partners to strengthen their programming and applications for funding.

Policy:

The Flint & Genesee County CoC approves and issues letters of support through its Governance Council. The CoC Conflict of Interest standards, as set forth in its Governance Charter and its Conflict of Interest policy, apply to consideration of a letter of support and its approval.

A letter of support must request support for a program or funding opportunity that furthers the goals of the CoC as set forth in its Governance Charter (Article 1.3: Goals).

Community partners seeking letters of support from the CoC may request them using the following procedure:

1. The community partner will submit its request(s) through the [“REQUEST LETTER OF SUPPORT” link](#) on the main page of the CoC website.
 - a. The community partner must complete the request form and attach a copy of the proposed letter of support.
2. The request will automatically be sent to the Collaborative Applicant/Infrastructure Organization (CA/IO), which will place it on the agenda of the next regularly scheduled Governance Council meeting.

¹The Continuum of Care is a U.S. Department of Housing and Urban Development mandated collaborative organization for the coordination of homeless services.

- a. To be considered at a Governance Council meeting, the letter of support request must be submitted to the CA/IO eight (8) days prior to that meeting so that it may be placed on that meeting's agenda.
 - b. The Governance Council calendar is available on the [CoC website](#).
3. The Governance Council will review the letter of support request and either approve or reject the request by vote during its meeting.
4. The CA/IO will timely notify the requesting organization of the Governance Council's decision and, if the request was approved, facilitate the CoC's Chair's signature of the letter of support and its delivery to the requesting organization.
 - a. Signatures may be in-person or electronic.

The CoC cannot guarantee that a letter of support request will be processed in time to meet the deadlines of a community partner's project or funding opportunity. Letter of support requests seeking expedited consideration are discouraged but may be considered at the discretion of the Governance Council.

The CA/IO may issue a **Letter of Good Standing** to a CoC member who is in good standing without consideration and approval by the Governance Council. The CA/IO will conduct a good standing inquiry to ensure the member is in good standing. A Letter of Good Standing must:

1. Be signed by the CoC Chair or the Chair's designee; and
2. Convey only the member's good standing status and, if requested, a brief statement indicating the purpose of the CoC.

Governance Charter References:

Article 3.5: Roles and Responsibilities (Governance Council)