

Missouri Balance of State Continuum of Care



MO BoS CoC POLICY FOR LETTERS OF SUPPORT, LETTERS OF PARTICIPATION, AND MEMORANDA OF UNDERSTANDING REQUESTS

Missouri Balance of State Continuum of
Care

Abstract

This details the purpose of these documents in supporting projects addressing homelessness and outlines the process for agencies to request them. Key elements include submission requirements, timelines, and considerations for alignment with CoC objectives and written standards. The abstract emphasizes transparency and accountability in the request and approval process to ensure the effective coordination of efforts to combat homelessness.

Lead Agency Team: Community Partnership of Southeast Missouri
support@moboscoc.org



Policy for Letters of Support, Letters of Participation, and Memoranda of Understanding Requests

Purpose

The purpose of the Missouri Balance of State's Continuum of Care (CoC)'s Policy on requests for Letters Of Support (LS), Letters of Participation (LP), and Memoranda of Understanding (MOU) is to set the policy and guidelines the CoC will use regarding creating any of these documents for existing or new projects which provide housing and/or services to individuals or families who are experiencing homelessness or at-risk of homelessness in the Missouri Balance of State.

Background

Each year, the CoC receives numerous requests for LSs, LPs, and MOUs from agencies that provide housing and/or services to people experiencing homelessness across the 101 counties of the Balance of State. The CoC is establishing this policy for providing any of these documents to ensure it has the necessary information about the agency and project to evaluate whether the project meets the objectives of the Continuum of Care and to ensure it has the appropriate amount of time to request documents for the proposed project. This policy will be made available through the CoC website and/or communication with the Lead Agency. Letter of Support, Participation and MOUs require signatures from the Lead Agency and a member of the CoC Board Executive Committee.

Description

Letter of Support is a statement from the Continuum of Care in support of the project or activity. A Letter of Participation is a verification that the agency or project participates in specific activities within the Continuum of Care. An MOU or MOA is a detailed agreement between the requesting agency and the CoC, that each party will provide specific services or perform specified activity. Funder specific documents may deviate from above description and will be reviewed by the Lead Agency and the Board Executive Leadership committee as necessary. Documents requiring commitments on behalf of the CoC must be voted on and approved by the CoC Board of Directors.

Process to Request a Letter of Support

The agency requesting the letter should provide the following materials at least 14 calendar days prior to the date that they need the letter. Letters of support will not be provided if 14 calendar days' notice is not given. An agency may request an exception to the 14-day notice requirement when the timeframe required in a funding notice reasonably prevents the agency from submitting the request 14 days prior to the date needed. Requests must be sent via e-mail to the CoC at support@moboscoc.org :



- Cover Letter: A cover letter, which may be in the form of an email from the agency's Executive Director (or other applicable staff) requesting the letter of support. The Cover Letter must include the amount of funding being applied for, the funding source, the agency's BoS CoC region, and, where applicable, a request for an exception to the 14-day notice requirement, including a description of the circumstances necessitating an exception;
- One-Page Project Description: A brief one-page description of the project, which includes:
 - explanation of the need for the project,
 - a description of how the project anticipates participating in the Coordinated Entry System (if applicable),
 - project details, including the program and service delivery model being used, the location of the project, target population and the number of persons to be served, the number, type(i.e., PSH units), and configuration (i.e. 1 bedroom apartment) of housing units or beds, · expected project outcomes,
 - expected operation date of the project;
- Project Budget: A budget which includes the amount and sources for all supportive services;
- Sample Letter of Support: A sample letter of support for the project, for the CoC to use at its discretion. The sample letter should be in the form of a Word document.

Please include the contact information for the person who should be contacted in case the BoS CoC Board has questions about the project or the requested letter of support.

A decision about the letter of support requests will be sent to the contact indicated on the cover letter within 7 business days. If an agency is requesting an updated letter of support within six months of the original letter and there are no significant changes to the project, the agency may request an updated letter. Updated letters must be addressed in the same cover letter format as new letters. Significant changes include changes to partners, population, unit mix (type, configuration, amount), location, services provided, and funding sources. These changes require a new LS.

Process to Request a Letter of Participation (from CPSEMO)

The agency requesting the letter should provide the following materials at least 14 calendar days prior to the date that they need the letter. Letters of participation will



not be provided if 14 calendar days' notice is not given. An agency may request an exception to the 14 -day notice requirement if the timeframe within a funding notice reasonably prevents the agency from submitting the request 14 days prior to the date needed. Requests must be sent via e-mail to the CoC at support@moboscoc.org .

- **Cover Letter:** A cover letter, which may be in the form of an email, from the agency's Executive Director (or other applicable staff) requesting the letter of participation which includes the type and amount of funding being applied for, the funding source, and, where applicable, a request for an exception to the 14-day notice requirement including a description of the circumstances necessitating an exception;
- Proof of CoC Participation for the current calendar year, including CoC Meeting Attendance, CoC Leadership, and participation in BoS Regional Coordinated Entry Meetings and other CoC involvement (committees, special meetings).

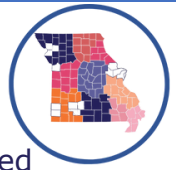
A decision about LP requests will be sent to the contact indicated on the cover letter within 5 business days. The signed LP will be submitted to the contact indicated prior to the deadline indicated by the requesting agency.

Process to Request a Memorandum of Understanding (with the Missouri Balance of State Continuum of Care)

The agency requesting the MOU should provide the following materials at least 30 calendar days prior to the date that they need the MOU. MOU requests will not be provided if 30 calendar days' notice is not given. An agency may request an exception to the 30-day notice requirement if the timeframe within a funding notice reasonably prevents the agency from submitting the request 30 days prior to the date needed. Requests must be sent via e-mail to the CoC at support@moboscoc.org:

- **Cover Letter:** A cover letter, which may be in the form of an email, from the agency's Executive Director (or other applicable staff) requesting the MOU, which, when the request is related to funding, includes the amount funding being applied for as well as the funding source and, where applicable, a request for an exception to the 30-day notice requirement including a description of the circumstances necessitating an exception;
- **One-Page Project Description:** A brief one-page description of the project, which includes:

- explanation of the need for the project,



- a description of how the project anticipates participating in the Coordinated Entry System (if applicable),
 - project details, including the program and service delivery model being used, the location of the project, target population and the number of persons to be served, the number, type (i.e., PSH units), and configuration (i.e., 1 bedroom apartment) of housing units or beds
 - expected project outcomes
 - expected operation date of the project;
- **Project Budget**: A budget that includes the amount and sources for all supportive services;
 - **Outline of Project Goals**: List the specific goals of the Project.
 - **Outline of Roles and Responsibilities of Agency/PHA**: List the specific roles and responsibilities of the requesting Agency and the integration of Coordinated Entry.
 - **Outline of Roles and Responsibilities of CoC**: List the specific roles and responsibilities you expect of the CoC in regard to the Project.

Please include the contact information for the person who should be contacted in case the BoS CoCBoard has questions about the project or the requested letter of support.

A decision about MOU requests will be sent to the contact indicated on the cover letter within 14 business days. The signed MOU will be submitted to the contact indicated prior to the deadline indicated by the requesting agency. If an agency is requesting an updated MOU within six months of the original MOU and there are no significant changes to the project, the agency may request a simple updated version. Updated letters must be addressed in the same cover letter format as new letters. If the MOU includes a party or parties other than the CoC and the requesting agency, the requesting agency must receive written approval to update the MOU from the additional party or parties prior to submitting a request to the CoC and must include the approval(s) with the agency's request to the CoC. Significant changes include changes to partners, population, unit mix (type, configuration, amount), location, services provided, and funding sources. Any of these changes require a new MOU.

Additional Considerations

HMIS Certification: The Homeless Management Information System (HMIS) or, for victim services organizations, comparable database, is a critical component of the Continuum of Care. Therefore, the CoC strives to ensure accurate and complete data quality. If the agency and/or its partner(s) enter data HMIS or a comparable database, data quality standards must be met for all programs/projects within the agency at the time of request in order to receive the MOU.



Written Standards: Projects receiving a [LOS, LOP, or MOU] must align with the CoC's Written Standards.