

Trenton/Mercer CoC COC LETTER OF SUPPORT PROTOCOL & POLICY

Policy: It will be the policy set forth through the Executive Committee of the Continuum of Care (CoC), that any requests for a Letter of Support for a new project within the community, that pertains to the precariously housed and homeless individuals and families, follow the prescribed procedure to assure the timeliest response to the request.

Protocol: All requests for the CoC's support should be emailed to Vernett Sherrill, Grant Administrator, City of Trenton (COT), Department of Health & Human Services at vsherrill@trentonnj.org. The City of Trenton is the lead administrative agency of the CoC. Agencies making the request are expected to have an understanding of the local and federal plans to end homelessness which are the Mercer County's 10 Year Plan to End Homelessness and the Opening Doors Federal Strategic Plan to Prevent and End Homelessness.

Required Documents

- I. Agencies must submit a draft letter of support
- II. Agencies must submit a copy of the application summary or a brief description of the project that includes at a minimum the following information and no more than 2 pages:
 - 1) Need project addresses
 - 2) Data used to determine need
 - 3) Target population and eligibility requirements
 - 4) Experience working with target population in and outside Mercer County
 - 5) Current or previous experience working with the Trenton/Mercer CoC, if applicable
 - 6) Level of experience using the Homeless Management Information System (HMIS)
 - 7) For new development, where efforts exhausted to rehab existing properties?
 - 8) For new development, please include list of secured funding
 - 9) If applicable, please explain how agency came to own the property in question

The letter and the brief or application summary should be submitted no less than 30 days prior to the Request For Proposal (RFP) due date. Requests will not be accepted less than 2 weeks prior to the RFP due date.

Procedure:

- 1) Upon receipt of the request and required documents, the information will be reviewed by the COT. Missing, incomplete or additional will be requested if necessary.
- 2) Once information is complete, the request will be forwarded to CoC Executive Committee members and put on the next schedule agenda item (if a meeting is scheduled within a week's time), or as a request for immediate action (quorum to meet via email or conference call) for a vote to take place within two weeks of the completed request being circulated.
- 3) City of Trenton staff (if not present during vote) will be notified via e-mail within 24 hours.
- 4) COT staff will prepare a response to be sent to solicitor via email within three days of vote notification.
- 5) Projects requesting construction will also be reviewed by a housing development team.