



REQUEST FOR CONTINUUM OF CARE (CoC) SUPPORT LETTER

As the lead agency/collaborative application for the Tampa/Hillsborough County Continuum of Care, the Tampa Hillsborough Homeless Initiative, we receive requests from partner and active member agencies for letters of CoC support for funding applications related to new, expanded and renewal projects.

THHI has a responsibility to help ensure that projects being developed and/or renewed are aligned with the CoC's, state and federal priorities, with commitment to implementation of best practices and high performance standards. To ensure a consistent and transparent process for the provision of support letters, THHI has established the process outlined below.

- 1) All requests for support letters must include a completed "Request for CoC Support Letter" form, along with a draft letter. Whenever possible, the request should be submitted to THHI no less than 7 business days prior to the date the letter is needed.
- 2) In completing the letter of support, THHI will document the agency's level of participation in the CoC and HMIS in the following ways:
 - **CoC Monthly Meetings** - The letter will indicate the percentage of meetings in the past 12 months that the agency has attended. If the agency has attended:
 - at least 80% of the meeting, then it will be stated that the agency is an "active member."
 - between 40 and 80 percent, it will be stated that the agency is a "partner agency."
 - less than 40 percent, it will be stated that the agency is an "occasional attendee."

An agency will be considered a new or returning agency to the CoC, if they have started attending within the past 3 months (either as a first time, or reengaging after no attendance for at least 12 months).

The letter may state whether or not staff from a specific project attends or if the attendance is based on attendance by any of the agency staff members.

- **CoC Committee Participating** – The letter will indicate the CoC Committee(s) the agency participates based on having a representative as a voting member of the committee(s). The percentage of attendance at the committee in the past 12 months will also be stated. For those who join a committee within the last 3 months, the letter will state when they joined. If the agency representative is the chair or co-chair of a committee, this will be stated as well. If the agency is not currently represented or has not had a representative as a voting member on a committee in the past 12 months, this will be stated in the letter.
- **UNITY Information Network (HMIS)** – The letter will indicate the level of participation of the agency, as well as the project (if expansion or renewal), and will include key data performance outcomes.
 - **UNITY Participation:** The letter will specify the agency and/or project's participation by stating:
 - If the agency and/or project is actively entering data into UNITY. "Actively" is defined as having entered data within the past 6 months.



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- If the agency is not currently entering data into UNITY and/or for new projects, the agency must agree, if project is funded, to begin participating in UNITY. This will be stated in the letter.
- **Data Completeness:** Recognizing the value of complete data is needed for the overall CoC performance and reporting requirements, data completeness will be stated in the letter based on:
 - If the project is actively entering data into UNITY, the project's overall data completeness percentage, for a period of the current grant term, will be included.
 - If the project is new and therefore does not have data in the system, the agency's overall data complete percentage will be utilized to include all the agency's projects entering data.
 - If the project is new and the agency does not enter data into UNITY for any other projects, this will be stated in the letter.

THHI will obtain this percentage by running the appropriate UNITY report.

- **Project Performance Outcomes:** Recognizing the increased interest in data and outcomes by most funders, the project's performance outcomes (listed below) will be included in the letter:
 - Number of persons served,
 - number of persons that exited,
 - the average length of stay (enrollment) for persons that exited and that remained enrolled,
 - the percent that exited to a permanent housing situation,
 - the average number of persons served each night,
 - the percentage with residence prior being a homeless situation, transitional housing, and non-literally homeless situations,
 - the percent of adults who increased total and earned income
 - For shelter (emergency/transitional) and PSH projects, the occupancy rate on the night of the most recent PIT count will be stated
- In compiling these outcomes, THHI will use the CoC APR report, regardless of the funding source of the specific project, to obtain the outcomes. In the event that the CoC APR cannot be used (such as projects that do not utilize the UNITY Entry-Exit workflow), THHI will utilize other HMIS reports to obtain as much of the above specific and/or similar outcome data. THHI will utilize the project's current grant term for performance outcomes grant to date.
- If the project for which the agency is seeking the support letter is a new project, but is similar in type to another project they operate, THHI will include data from the similar project. For example, the support request is for a new rapid rehousing program and the agency is currently operating a rapid rehousing program through another funder, the data from the current rapid rehousing program will be used.



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- If the agency and/or project does not have data that can be reported, the letter will state the reason that no performance data can be obtained.
- **Other CoC Involvement** – The letter will also include other ways the agency and/or project has been involved in the CoC to include, but not limited to, items such as:
 - Agency/project staff volunteers for the annual PIT count and other focused initiatives coordinated by THHI (e.g. Operation: REVEILLE)
 - Participation in sub-population workgroups (e.g. Veteran By Name List Workgroup)

THHI reserve the right to deny a request for a CoC Support Letter, and may do so for the following reasons:

- A previous letter of support was provided, and the project did not follow through on the commitment to fully participated in the CoC's Coordinated Entry process, UNITY Information Network and CoC target initiatives (as related to the project).
- The agency requesting has not been participating in the CoC at the minimal level of being able to be considered a 'new' participating agency.
- The funding instructions indicate a level of performance outcomes that the project (renewal or expanded) has failed to meet in previous funded grant terms.
- The project is not a good fit for the overall CoC and/or does not align with the CoC, state and/or federal priorities to effectively ending homeless. In the event that THHI feels the project is not a good fit for the overall CoC and/or the project does not align with CoC, state, and/or federal priorities, THHI staff will first contact the requesting agency for additional information and provide opportunity for the requesting agency to describe how the project will help effectively end homelessness in our community, prior to making the final decision to provide or deny the request.

Request for CoC Letters of Support, and questions regarding the process, should be sent to your agency's designated THHI program manager. If you do not know who your designated THHI program manager is, the request can be emailed to info@THHI.org with the subject line as "Request for Letter of Support."



REQUEST FOR CONTINUUM OF CARE SUPPORT LETTER PROJECT INFORMATION

Agency Requesting Support Letter: _____

Contact Person: _____

Contact Email: _____ Contact Phone: _____

Date Letter is Needed (at least 7 business days from submission of request): _____

Is this for a: New Project Project Expansion Project Renewal

Funder / Funding Opportunity Name: _____

Project Name: _____

Project Type:

- Street Outreach
- Transitional Housing
- Permanent Supportive Housing (Voucher)
- Supportive Services Only
- Other (please describe): _____
- Emergency Shelter
- Rapid Rehousing
- Permanent Supportive Housing (Project)
- Street Outreach

Project's Primary Household Type:

- Single Men Single Women Families with Children Children Only

Project's Primary Target Population:

- Veterans Chronic Families Unaccompanied Youth DV
- Other (Please specify: _____)

Number of households/persons to be served during funding year:

- Households Adults Children

If the project has beds and/or units to be funded, please indicate the number:

- Beds (emergency shelter/transitional housing)
- Units (Rapid Rehousing / Permanent Supportive Housing)
 - 0 -Bedroom 3 - bedroom
 - 1 - bedroom 4 - bedroom
 - 2 - bedroom



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PROJECT INFORMATION

Brief, clear and concise Project Description (model, supportive services to be provided, time limits, low barrier, housing first philosophy, etc..)

Continuum of Care Participation

Agency staff has attended at least 80% of the CoC meetings held in the past 12 months? Yes No

If no, please explain plans to increase attendance.

The agency has a staff participating as a voting member on the following CoC Committees / Sub Committees (check all that apply):

- | | | |
|--|---|--|
| <input type="checkbox"/> Outreach | <input type="checkbox"/> Ranking and Review | <input type="checkbox"/> Unaccompanied Youth |
| <input type="checkbox"/> Coordinated Entry | <input type="checkbox"/> Consumer Advisory | <input type="checkbox"/> UNITY Advisory |
| <input type="checkbox"/> Service Delivery | <input type="checkbox"/> PIT Lead Committee | <input type="checkbox"/> Veteran Leadership |

Agency / Project is a current and active UNITY (HMIS) partner? Yes No

If no, why not and what are your plans to become a current and active partner?

Please briefly share other ways the agency is engaged with the CoC.



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Provide a description of how the project helps the CoC effectively end homelessness in our community for the selected target populations:

As part of the support letter request, the agency agrees to the following participation by the project (please initial each statement below in agreement):

Fully participate in the CoC's Coordinated Entry Process

Fully participated and enter data into UNITY Information Network (HMIS) in accordance with the Tampa/Hillsborough County CoC's Data Standards and processes

Fully participate in CoC initiatives that may be specific to your target populations, such as Veteran Work Group/By Name List Coordination

Failure to fully participate in the above activities if awarded funding that the CoC support, may result in a decision to not support future requests.

A draft support letter must be submitted with this request form.

Whenever possible, requests must be received at least 7 business days prior to date support letter is needed.

Signature of Executive Director/CEO/President of Agency Requesting Support Letter

Printed Name / Title

Date