**Letter of Support Tool**

The Homeless Housing, Assistance, and Prevention Program (HHAP) was designed to provide jurisdictions with funding to support regional coordination and expand and develop local capacity to address immediate homelessness challenges. This regional coordination will help to ensure that services and efforts within the area are not duplicated, but instead are supplemented by one another. The Homeless Coordinating and Financing Council (HCFC) is requiring applicants to submit letters of support from the other eligible applicants that are receiving grant funding within their jurisdiction.

These letters shall acknowledge and agree to regional coordination and partnership, per Health and Safety Code 50219(a)(1). Below are the minimum elements that should be included in the letter(s) to demonstrate required regional coordination:

1. **Letters should be on official letterhead from the other HHAP-eligible applicants within overlapping jurisdictions.**

   For example, within the City of Sacramento’s HHAP application, there will be two other applicants who overlap jurisdictional boundaries with the City of Sacramento - the County of Sacramento and the Continuum of Care (CoC) that serves the City of Sacramento. A letter of support from the County of Sacramento and a letter of support from the CoC should be provided.

2. **Letters should be signed by the HHAP Administrative Entity of the overlapping jurisdiction(s).**

   This does not have to be a County Board of Supervisors or governing board but should be someone within the Administrative Entity authorized to act on behalf of the Administrative Entity. For example, the letter may be signed by an Executive Director, Chief Executive Officer or Chief Operating Officer.

3. **Letters should agree to and provide detailed plans (attendees, frequency, etc.) for anticipated, regular meetings between the overlapping jurisdictions to jointly plan and evaluate HHAP spending and projects.**

4. **Letters should acknowledge that the overlapping jurisdiction(s) have reviewed and agree with how the applicant jurisdiction intends to spend their HHAP funds, and that the applicant’s spending plan accurately addresses their share of the regional need to address homelessness.**