

Kentucky Balance of State Continuum of Care (KY BoS CoC)

Process for Requesting Letter of Support for Grant and Project Applications Policies and Instructions

- Requests for letters of support from the KY BoS CoC must be submitted 10 business days before requested “due date”.
- All requests for letters of support must be submitted via the Housing Contract Administration (HCA) Help Desk: <https://kyhmis.zendesk.com/hc/en-us>. To submit a request through the Help Desk, follow the following steps:
 - After following the link above, select “Submit a request”
 - Enter your email address
 - Under *My question is related to*: select “CoC: Continuum of Care Program”
 - Under *Please refine question topic*: select “CoC Letter of Support Request”
 - Under *CoC Location*, select “BoS” if the support letter is for a program located in one or more of Kentucky’s counties outside Fayette (Lexington) or Jefferson (Louisville).
 - Complete the rest of the form as required (Note: Narrative responses limited to 1000 characters.)
 - A brief description of your request is all that is needed on the Help Desk page.
 - Remember to attach the two documents discussed below and then hit “Submit”.
- The Help Desk request must include the following two attachments:
 1. A completed **KY BoS CoC Request for Letter of Support form**
 2. A **copy of an editable sample letter for signature**.
- Once the request has been received, it will be emailed to the KY BoS CoC’s representative(s) appointed by the Board to approve support letters.
- The designated representative(s) will have three business days to respond with concerns and and/or their decision on whether or not to provide a letter of support.
- You will be notified within 5 business days from receipt of your email request if the Board will provide your project with a letter of support on behalf of the KY BoS CoC.