

Support Letter Request Procedure

The following is the procedure that housing developers must follow if they wish to secure support letters from the County for applications for funding from federal, state and private funding sources.

Procedure

Requests for support letters must be submitted at least ten (10) business days before the application deadline. Requests may be submitted to either the County Executive's Office or the Department of Planning and Development but all requests must be copied to the Housing Coordinator at the Department of Planning and Development who coordinates the issuance of support letters.

Requests must be in writing and must include:

1. The name of the firm
2. A one-page description of the project outlining:
 - a. the number and size of units
 - b. the incomes and rents to be targeted
 - c. special populations to be targeted and service to be offered
 - d. location including parcel number
 - e. "green" elements/initiatives
3. A one-page description of firm's experience including a listing of local projects (this item is not necessary if the County has previous experience with the developer)
4. Funding source include name and address of person the letter should be directed to

The County will review and prioritize requests in accordance with the priorities outlined in the Consolidated Plan and the County's Greenway principles.

Support letters will be issued by either the County Executive's Office or the Commissioner of Planning and Development but generally not both. The County shall determine, based on its prioritization, which party shall issue each particular letter.

Letters will be mailed to applicants one week prior to the application deadline. The County will overnight letters only on the applicants overnight account.