

POLICY AND PROCEDURE REQUESTS FOR LETTERS OF SUPPORT FOR EXTERNAL PARTNERS

**Division of Health Wellness and Disease Control
Michigan Department of Community Health**

April 2010

External partners have occasion to request Letters of Support (LOS) from the Division of Health, Wellness and Disease Control (DHWDC) in conjunction with applications for funding as well as for other purposes. In order to ensure that the DHWDC has appropriate information upon which to draft LOS and can do so in a timely manner, the following describes the DHWDC's policy regarding LOS and the procedures that must be followed by external partners in requesting LOS.

The DHWDC reserves the right to not provide a letter of support if the request does not conform to the submission guidelines outlined in this policy or if the proposed project is not consistent with the DHWDC policies and priorities.

Timeline: Requests should be **received** by the DHWDC a **minimum of 10 working days** prior to the date for when the requesting agency must receive the final letter. Partners are encouraged to submit requests well in advance of deadlines to allow adequate time for processing.

Procedures:

- 1) Written Request:** The requestor must submit a written request to the DHWDC which clearly identifies the purpose for the request, including:
 - a. The proposed funding mechanism. The grant making entity (e.g., the Council of Foundations, the Centers for Disease Control and Prevention) and applicable funding announcement titles and numbers should be included.
 - b. A proposal abstract that clearly describes the services the applicant proposes to provide, the rationale for these services as well as the amount of funding to be requested.
 - c. Any special requirements for the LOS (e.g., if specific forms must be used, format requirements, specific elements that must be described, etc.).
 - d. The final deadline for receiving the letter and the address to which the letter should be returned.
 - e. The preferred method for receiving the signed letter:
 - i. Signed original returned via First Class mail.
 - ii. Signed original picked up by agency representative at the DHWDC offices.
 - iii. Signed scanned copy returned electronically in a PDF format.

- f. Contact information (telephone number and e-mail address) for the responsible individual within the agency should the DHWDC need to contact the agency for additional information and follow-up.
- 2) Sample Letter:** With the written request, the requestor must submit a sample letter that conforms to the requirements of the grant application/funding announcement. In addition to any specific grant mechanism requirements, the sample letter should, at minimum, contain the following information:
- a. Addressee/Contact Information: Name, title and complete mailing address for the person and entity to whom the letter is to be addressed
 - b. Introductory Paragraph(s): Brief description of the funding requested, including the name of the funding agency, official name of the announcement and identification numbers if applicable, amount requested and the proposed services which the applicant will provide if awarded funding.
 - c. Agency overview information: Brief description of the requestor's qualifications including length of service and kinds of services the agency has provided, particularly in collaboration with the Division of Health, Wellness and Disease Control (DHWDC), HIV/AIDS Prevention and Intervention Section (HAPIS), STD, and the Health Disparities Reduction and Minority Health Section .

The DHWDC reserves the right to revise or rewrite the letter. However, it is the requestor's responsibility to ensure that all of the required elements are clearly stated in the sample letter.

3) Submission:

- a. Requests for letters of support and sample letters should be sent to the appropriate program contact within the DHWDC (e.g., HIV prevention contract monitor for requests related to HIV prevention funding/projects) to facilitate timely processing. Requests may be submitted via facsimile or electronically.
 - b. While requests for letters of support and sample letters are to be sent to the appropriate program contact, they should be addressed to Amna Osman, Director, Division of Health, Wellness and Disease Control, 109 W. Michigan Avenue, 10th floor, Lansing Michigan 48913.
- 4) DHWDC Response:** The DHWDC will respond to the requesting agency within two weeks after the receipt of the request. If the DHWDC grants a LOS, a signed LOS will be returned to the requesting agency, by the method specified in the written request, no later than ten (10) working days after receipt of the original request.