SLVPHP *Letter of Support* Policy   September 2015

BACKGROUND

The SLV Public Health Partnership receives regular requests for *Letters of Support* for grant applications and projects that appear to be relevant to local public health agencies. This document provides guidance to the Partnership in providing *Letters of Support for external parties*.

VETTING PROCESS

Requestor contacts the Partnership through a Public Health Director or through the Partnership Coordinator ("Contact").

Contact obtains a detailed description of the grant or project (prefer formal documentation).

Contact determines if the grant or project is regional in nature and is likely to be relevant and within the scope of Partnership work.

Contact asks Requestor to have a meeting with Partnership Coordinator to identify time frames, scope of request and logistics of Partner participation in grant or project (if any).

If grant or project still appears to be within the scope of Partnership work, Contact or Coordinator asks the Requestor to draft the *Letter of Support*. The letter should specifically describe time frames, scope of request and requested Partner participation.

APPROVAL PROCESS

Contact distributes draft *Letter of Support* and any documentation in an e-mail to Partners for review. All Partners have the opportunity to review the draft *Letter of Support* and may request revisions until satisfied.

The e-mail will include a direct request for approval and a deadline for comments and a vote.

When all six counties have voted to approve the Letter then the Partnership Chair signs the Letter and sends it to the requestor with a copy to the Coordinator.

STANDARDS

All six Directors (or their designees) must approve the proposal to receive a "Partnership" *Letter of Support*.

Any ONE Director can veto the proposal for the entire Partnership to provide the *Letter of Support*.

Voting may be kept confidential.

Single counties may choose to send *Letters of Support* whether the Partnership does or not because the project is not regional in nature, or the project isn't timely or appropriate.