

## **DBHIDS POLICY REGARDING THE PROVISION OF LETTERS OF SUPPORT**

The City of Philadelphia Department of Behavioral Health and Intellectual disAbility Services (DBHIDS) is dedicated to ensuring that the people of Philadelphia have continuous access to high-quality treatment and community-based services. We proudly support organizations in their endeavors to build capacity that strengthen their effectiveness and ability to provide quality services. To help achieve this, we provide letters of support for grant proposals, research applications and for other instances that promote the provision of high-quality services in the city of Philadelphia.

While each request will be given individual consideration, DBHIDS retains the right to determine whether it is appropriate to provide a letter of support, after the request and supporting documentation are reviewed.

- **Requests for letters of support must be made a minimum of 2 weeks (14 Business Days) in advance of the deadline.**
- Accompanying the request must be a draft letter of support that includes the salient points the provider would like included in the letter. (draft must be a word document for editing)
- The request should include a 1-page abstract of the proposed project or a 2-3 paragraph description of the project that will include the name of the funding source, the amount of the funding available, the number of years of funding available, any funding match requirements and the grant due date. This will allow DBHIDS to understand the nature and scope of the proposed project.
- The provider agency must identify a contact person if the letter needs to be modified or there are questions about the proposed project. The contact person will be notified when the letter has been signed and is available to be picked up or otherwise returned to the requestor.
- All requests for letters of support should be directed to Nicole Connell, Chief of Staff at [Nicole.Connell@phila.gov](mailto:Nicole.Connell@phila.gov) and copy [James.Peterson@phila.gov](mailto:James.Peterson@phila.gov)
- Requests for letters of support for grant applications must also copy Stacey Cummings at [Stacey.Cummings@phila.gov](mailto:Stacey.Cummings@phila.gov).

DBHIDS encourages all providers to pursue grant opportunities that can improve the provision of services and opportunities that enhance the continuing transformation of the behavioral health system in Philadelphia. DBHIDS is amenable to support and/or collaborate on grant opportunities that include individual providers, multiple providers and/or community-based organizations, as well as grants that promote cross-system collaboration.

As a matter of policy, in instances where multiple providers have interest in applying for the same grant opportunity, the department will provide letters of support for more than one provider's application, as long as there are no outstanding issues that could impact the provider's ability to implement the project and DBHIDS is informed and is comfortable with the scope of the proposed project.

For successful grant applications, it must be understood that letters of support in no way commit DBHIDS to sustain or provide funding. If there are sustainability requirements in the grant application, providers should assume that at this time DBHIDS is unlikely to absorb costs associated with grant activities when the grant ends.