



# CITY OF PHILADELPHIA

*Department of Behavioral Health and Intellectual disAbility Services  
Promoting Recovery, Resilience & Self Determination*

**Jill Bowen, Ph.D.**  
Commissioner

**Roland Lamb**  
Deputy Commissioner

**Tierra Pritchett, Ed.D.**  
Deputy Commissioner

**Sosunmolu Shoyinka, M.D.**  
Chief Medical Officer

## POLICY/PROCEDURE TITLE

Department of Behavioral Health and Intellectual disAbility Services (DBHIDS) Policy  
Regarding the Provision of Letters of Support

**EFFECTIVE DATE:** January 1, 2019

**REVISION DATE:** July 22, 2021

**SCOPE:** This policy addresses the steps external partners and/or organizations must follow in order to request a letter of support from the Philadelphia Department of Behavioral Health and Intellectual disAbility Services (DBHIDS). Any letter that comes out from DBHIDS can **only** be signed by the Commissioner, or Commissioner Designee.

**PROCEDURE STATEMENT (PURPOSE/INTENT):** DBHIDS encourages all providers to pursue grant opportunities that can improve the provision of services and, in particular, 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 grant applicants that are successful, it must be understood that letters of support in no way commit DBHIDS to sustain funding beyond the duration of the grant award. If there are sustainability requirements in the grant application, providers should assume that at this time DBHIDS is unlikely to pick up costs associated with grant activities when the grant ends.

## PROCEDURE AND APPROPRIATE USE:

In order to provide letters of support for grant proposals and applications and for other instances in which such letters may be required, the following steps must take place:

1. Requests for letters of support must be made a minimum of 2 weeks prior to the date when providers will want the letter returned.
2. Accompanying the request must be a draft letter of support that will include the salient points that the provider will want to have included in the letter. The full name, title, and address of the individual to whom the letter is to be addressed should also be included.

3. 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 should accompany the request in order to allow DBHIDS to understand the nature and scope of the proposed project.
4. 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 provider agency.
5. Requests for provider letters of support should be directed to the DBHIDS Centralized Data for Requests at [DBHIDScentralized.request@phila.gov](mailto:DBHIDScentralized.request@phila.gov), with a cc: to James Peterson ([james.peterson@phila.gov](mailto:james.peterson@phila.gov)).

**NOTE(S):**

**DIVISION DIRECTOR APPROVAL:**



**DATE:**

July 29, 2021

**COMMISSIONER, OR COMMISSIONER DESIGNEE, APPROVAL**



**DATE:**

July 28, 2021