



Letter of Support Procedure

Department: Office of Economic & Workforce Development

Effective Date: 07/01/2022

Letter of support procedure

Dear Office of Economic and Workforce Development Partners,

We continue to be committed in trying to assist our workforce system partners with letters of support from our office to help secure grant funding, and acknowledge the importance of these funds in maintaining and enhancing programming for our vulnerable communities.

The Office of Economic and Workforce Development's (OEWD) Workforce Division has seen an increase in such requests and has established some important protocols to ensure that we are able to provide such support to all of our partners. To address the high volume and process for internal reviews in order to get a signature from OEWD Leadership, we **are requesting a minimum of 10 business days notice of Letter of Support Requests with a draft letter provided** to secure a signed letter for your organization. While our goal is to return the signed letter as early as possible, it is important to note that the process itself can in some exceptions take up to 15 business days, so we kindly ask that you plan accordingly when submitting the request to our office. Please note that any requests on behalf of the San Francisco Workforce Investment Board (WISF) will require coordination with our WISF Chair, and is likely to take additional time.

OEWD can provide a Letter of Support to OEWD Workforce Grantees under the following circumstances:

- Grantee follows OEWD Letter of Support protocols, timeline, and staff submits the request for approval. The protocol is a minimum of 10 business days.
- Grantee is in good-standing as far as programmatic and contractual performance. Please check with your assigned OEWD Program Specialist on the status of your performance before submitting a request
- The requesting agency is a current OEWD Workforce Development grantee; unfortunately, OEWD's Workforce Division cannot provide a letter to agencies not funded by the Division. So we requesting that you partner with an OEWD Workforce Grantee for a joint application, in order for us to consider providing a letter of support.

To ensure that your request is processed, we ask that you submit the following bulleted information via e-mail to accompany your organization's draft Letter of Support to your assigned Program Specialist, as they are aware of the protocols and can start the process. Please note that not going through your assigned Program Specialist may delay the process. The bulleted write-up (via e-mail) with the Letter of Support (MS Word doc attachment) should provide staff with the necessary context of the grant opportunity:

- The funding organization: Include a link or attachment to the grant opportunity

- Letter of Support deadline: Keep in mind the 10 minimum business day notice requirement
- Draft Letter of Support
- Brief context (2-3 sentences) of your agency's proposed programming and amount being requested. Please include how this would impact OEWD-funded programming (if applicable)
- Signature request: Who from OEWD (title) are you requesting sign the letter?

Please also ensure that the drafted Letter of Support includes relevant information about our work together. Thank you for your commitment in following these protocols and we look forward to partnering with you on this process.

INQUIRIES

Inquiries should be addressed to the OEWD at 415-701-4848 or workforce.development@sfgov.org.

OEWD and its service providers shall follow this procedure. This procedure will remain in effect from the date of issue until such time that a revision is required.