




Policy and procedure

Approved: , Executive Director

Subject: **Requests for Letters of Support**

Effective date: **December 2022**

Questions: **Director of Partnership Development & Innovation ext 6789**

GENERAL

Occasionally, DRCOG staff may be asked to provide a letter of support for a grant application, funding opportunity or a recognition award. Requests may come from a member jurisdiction, non-profit within the region or other potential partner, stakeholder or interest group. This policy sets forth the guidelines under which DRCOG will provide a letter of support.

This policy may be revised by the DRCOG management at any time without notice.

PURPOSE

This policy establishes the guidelines and criteria that DRCOG will use to determine when and to whom letters of support will be provided.

POLICY

Eligibility:

DRCOG will consider requests from public sector agencies located within the DRCOG planning area, including state and local governments and transit agencies, and other public sector agencies located outside DRCOG for projects or programs that DRCOG determines are directly related its mission, programs, or goals. Non-profit organizations must demonstrate that the program or project has the support of a public sector agency or division of DRCOG.

Letters of support may be provided for any project or initiative:

- listed in the current fiscally constrained regional transportation plan (RTP), the transportation improvement plan (TIP), or the state transportation improvement plan (STIP).
- consistent with the Metro Vision plan themes and outcomes.

Submission Guidelines:

The following information must be included for any letter of support request to DRCOG:

1. A summary of the grant, funding, or award request, including the name of the grant or award program, the project or program name, a brief summary of the



- project or program, other stakeholders or supporters of the project, and funding and match details in case of a grant or funding request.
2. The deadline by which the letter of support is needed, including directions indicating where and to whom the letter of support should be both addressed and sent.
 3. A brief description (no more than two paragraphs) of how the project or initiative advances Metro Vision, the fiscally-constrained RTP, the TIP, the STIP or otherwise helps the region achieve identified goals and objectives.
 4. Recommended wording for the letter of support along with any elaboration on key phrases that should be retained in a modified letter of support document.
 5. For transportation projects or programs, a description of its eligibility for the federal funds in general and the specific funds being requested.

Deadlines:

Requests for letters of support that are received by DRCOG at least ten (10) business days prior to the application deadline will be processed and considered, as requested. Requests not meeting this provision may be processed, as time permits.

Requests will be reviewed, and letters drafted, based on the information provided.

PROTOCOL (chain of command):

Requests for letters of support received by DRCOG staff should be routed through managers to the appropriate division director. Division directors will determine whether the requested letter of support meets the full criteria listed above. If criteria are not met, the division director will inform staff that DRCOG is unable to provide a letter of support and why. If the division director determines a letter of support is appropriate, a draft letter of support will be provided to the Executive Director, or their designee, for final edits and signature, along with the information of where to send the letter of support (copying the executive assistant.)

