

First 5 Commission of San Diego

Subject: Letters of Support or Acknowledgement / Memorandums of Understanding to Local Programs

Policy Number: F5C-001

Effective Date: March 8, 2010

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Purpose

To establish Commission policy to provide letters of support/Memorandums of Understanding (MOU) to local programs that are providing services to children zero to five, that are consistent with the First 5 Commission of San Diego strategic plan and further the mission, vision, values, and operating principles of the Commission.

Background

The First 5 Commission of San Diego (Commission), is at times asked to provide letters of support/memorandums of understanding for some of its funded programs that are applying for other funding opportunities, such as federal grants.

Three types of requests can be made of the Commission:

- 1) Letter of Support: Requires the Executive Director to make a finding that the proposed program/project is consistent with the Commission's strategic plan.
- 2) Letter of Acknowledgement: Requires the Executive Director, on behalf of the Commission, to express its awareness of local organization's application for funds.
- 3) Memorandum of Understanding: Requires the Commission's partnership with a local organization on a program or project, which may involve a commitment of resources.

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Policy

It is the policy of the Commission to advocate for funders to:

- 1) Provide 30 days notice for a request of a letter of acknowledgement or a letter of support; and
- 2) Provide 60 days notice for a request of a memorandum of understanding.

Further, it is the policy of the First 5 Commission of San Diego that letters of support and letters of acknowledgement do not make a commitment of Commission funds. The Executive Director of the Commission has authority to execute and sign letters of acknowledgement or letters of support, without Commission approval, but will notify the Commission by copy of the letter. MOU's involving policy decisions and/or the commitment of future funding will be presented to

