

## **First 5 Commission of San Diego**

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**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.

### **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

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the Commission. The Commission will review, and if appropriate, make a finding that the program/project is consistent with the strategic plan, and vote to approve.

**Procedure for Letters of Acknowledgement and Letters of Support**

- 1) Local programs seeking letters of acknowledgement/support/MOUs will, at a minimum:
  - a. Make a request in writing to the local Commission Executive Director, allowing 30 days processing time, unless approval is received for exemption of the 30 day processing time frame;
  - b. Provide documents that outline the funding opportunity; and
  - c. Provide an executive summary, which identifies the outcomes of the proposed program.
- 2) Commission Staff will:
  - a. Review all documents;
  - b. Waive the 30 day processing time frame if a finding is made that the local organization did not have sufficient notice to request Commission action in a more timely manner;
  - c. For a letter of acknowledgement or letter of support:
    - i. Prepare the letter of acknowledgement or letter of support for signature by the Executive Director, if the program meets the prescribed criteria.
  - d. For a Memorandum of Understanding:
    - ii. Forward a prepared letter to County Counsel for review.
    - iii. Present the letter to the Commission for approval. Once approved, the Commission Chair or Vice Chair will sign the letter, unless authority is delegated to the Executive Director by action of the Commission.

Sunset Review: March 2013

Approved:

June 20, 2005

Date

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