

**WORKFORCE INVESTMENT COUNCIL  
DISTRICT OF COLUMBIA**



WIC Policy No.	Subject	Date
2012.003	Request for Support Letters	April 10, 2012

**Purpose:** This policy provides guidance to partners and prospective partners on the policy and procedures for requesting letter of supports from the District of Columbia’s Workforce Investment Council (WIC).

**Applicability:** This policy applies to all partners and prospective partners.

**Authorities:**

- A. **WORKFORCE INVESTMENT COUNCIL (WIC)**

**Definitions:**

- A. **Partner(s)** – Any entity, group or institution requesting a letter of support from the WIC. This includes local, state and federal public, private, non-profit and educational institutions.

**Policy:**

Partners may have occasion to request letters of support from the WIC, in conjunction with applications for funding, related to particular policy positions, and for other purposes. In order to ensure that the WIC has appropriate information upon which to determine whether it is in a position to provide a letter of support and can do so in a timely manner, the following describes the procedures that must be followed by WIC partners in requesting letters of support.

**Requests for letters of support will be reviewed on a case-by-case basis and will not be granted as a matter of course. The WIC may elect NOT to provide a letter of support where the request does not conform to the submission guidelines outlined in this policy, where it appears that the entity requesting the letter of support may not have the capacity to effectively implement the policy or program for which it is requesting support, or if the proposed policy or program is inconsistent with WIC policies and priorities. The WIC reserves the right to request additional documentation necessary to evaluate the request for a letter of support.**

**Procedure:**

**1) Written Request:** The requestor must submit a written request to the WIC which clearly identifies the purpose for the request, including:

- a. The policy and/or program you would like the WIC to support and the rationale for implementing the proposed policy or program.
- b. Any special requirements for the letters of support (e.g., if specific forms must be used, format requirements, specific elements that must be described, etc.).
- c. The final deadline for receiving the letter and the address to which the letter should be returned.
- d. Other organizations or entities from which you are requesting a letter supporting the proposed policy and/or program.



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- e. The preferred method for receiving the signed letter:
  - a. Signed original returned via First Class mail.
  - b. Signed original picked up by agency representative at the WIC.
  - c. Signed scanned copy returned electronically in a PDF format.
- f. Contact information (telephone number and e-mail address) for the responsible individual within the requesting organization should the WIC need to contact the organization for additional information and follow-up.

In addition, if requesting a letter of support in conjunction with a proposal for funding, the written request must include:

- g. The proposed funding mechanism, the grant making entity (e.g., Department of Labor), and applicable funding announcement titles and numbers.
- h. The applicant(s) or type of applicant(s) eligible to receive funding.
- i. The services the applicant proposes to provide.
- j. The amount of funding being requested.
- k. A brief statement describing the requestor's capacity and/or experience providing the proposed services, including the outcomes achieved through the provision similar services (e.g., training) through your partnership, organizations or program(s) during the last year. In particular, please provide information on the number enrolled, number completing the sequence of services, and number placed in a job, where applicable. Base your estimate on the set of services and "year" that makes most sense to your program (e.g., calendar year 2011, fiscal year, etc.)
- l. A brief description of your current or past relationship with a public or philanthropic funder (e.g., the District's Department of Employment Services) that has provided your organization with significant support and is willing to vouch for the services provided and outcomes achieved as a result of that work.
- m. The role you would like the WIC to play upon award or implementation, if any.
- n. If applicable, the limitation on the number of support letters that the WIC can provide to various organizations for the same solicitation.

**2) Sample Letter:** With the written request, the requestor must submit a sample letter that conforms to the requirements of the entity requiring the letter of support. In addition to any specific grant mechanism requirements, the sample letter should contain the following information:

- a. Addressee/Contact Information: Name, title and complete mailing address for the person and entity to whom the letter is to be addressed
- b. Introductory Paragraph(s): Brief description of the policy or program you the letter is being written in support of, including where applicable the name of the funding agency, official name of the announcement and identification numbers, amount requested, and the proposed services which the applicant will provide if awarded funding.
- c. Agency overview information: Brief description of the requestor's qualifications including length of service and kinds of services the agency has provided, particularly in collaboration with the WIC and the Workforce Investment Act programs administered by the Department of Employment Services, if applicable.

The WIC reserves the right to revise or rewrite the letter. However, it is the requestor's responsibility to ensure that all of the required elements are clearly stated in the sample letter.



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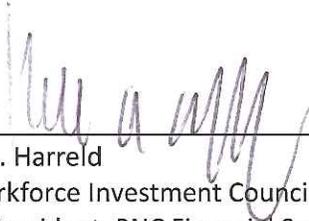
**3) Submission:** Requests for letters of support and sample letters should be addressed to the Executive Director of the Workforce Investment Council. The WIC is located at 4058 Minnesota Ave. N.E., Suite 3700, Washington, D.C. 20019. Materials may be submitted electronically to the WIC via email. To obtain the appropriate WIC email address please call 202.671.2517.

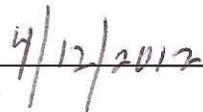
**4) WIC Response Time:** The WIC will respond to the requesting agency no later than ten (10) working days following receipt of the original request. If the letter of support is approved, a signed letter will be returned to the requesting agency at this time, by the method specified in the written request. Please consider this timeline, as well as any relevant due dates when submitting your request for a letter of support.

In the event that the request for a letter of support relates to a solicitation or proposal requiring the WIC to select only one organization with which to work with, the requesting agency must submit a written request to the WIC at least thirty (30) working days or six weeks prior to the proposal's due date in order to be considered. The WIC will review and assess all the written requests before making a final determination and will inform the requesting agency(s) of its decision at least 20 days prior the proposal due date to allow the selected applicant time to prepare their proposal.

**Effective Date and Implementation:** This policy is effective immediately upon signature.

APPROVAL:

  
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Michael N. Harreld  
Chair, Workforce Investment Council  
Regional President, PNC Financial Services Group

  
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Date