

LETTERS OF SUPPORT

INSTRUCTIONS

Please check the box(es) to indicate that the associated requirements have been addressed.

1. If applicant is a local Maternal, Child, and Adolescent Health (MCAH) jurisdiction,
 - No additional information is required for Attachment 11.
2. If applicant is not a local MCAH jurisdiction,
 - Provide one (1) letter of support from the applicant's board of directors or highest governing body, **and**
 - Provide one (1) letter of support from the local MCAH director **or**
 - Submit an explanation in the [Attachment 3](#) (AFLP RFA Program Narrative Template), D-4, of why the applicant was unable to obtain the letter from the local MCAH director. If the description indicates that the applicant made a reasonable and timely effort to obtain the letter, the applicant will not be penalized for the omission.

FORMAT REQUIREMENTS

The letter of support must be on agency/organization official letterhead and must include the following:

- The date the letter of support is signed
- The mailing address and physical address (if different from mailing) of the organization
- A signature in blue ink or a verified electronic signature such as DocuSign
- The printed/typed name and title of the signee below the signature
- The telephone number and email address of the signee
- The letter should be one page only, use font size 11, and be single-spaced

CONTENT REQUIREMENTS

Each letter of support should indicate not only unconditional support of the applying organization and the application itself but also describe how the signee intends to support the effort of the applying organization should it be selected. The following content should be addressed briefly in the letter of support:

- The reasons for recommending and supporting the applicant
- The capacity in which the supporting organization will work with the applicant

- The length and nature of any previous collaborations with the applicant, particularly related to work with adolescents
- For new collaborations, how an effective partner relationship will be developed and maintained to contribute to the goals of the AFLP program