

**California Department of Public Health  
Office of AIDS (OA)**

**Instructions for Submitting a HRSA Letter of Support Request to OA**

Ryan White (RW) Grantees may require a letter of support from the California Department of Public Health, Office of AIDS (OA) when submitting applications to HRSA for a Part A Waiver of Core Medical Services, Part C funding, Part D funding, etc. This includes requests for State ADAP and State HIV/AIDS Director letters of support as applicable.

If you are seeking a letter of support from OA, then please follow the instructions below.

- Provide your request to OA no less than 10 business days prior to the date you need the signed letter. Requests submitted in less than 10 business days may not be completed in time.
- If HRSA has provided a sample letter, please use that as a template when you provide a draft letter to OA and indicate in your request that you have done so.
- Provide the draft letter in Microsoft Word.
- Address the draft letter to the appropriate individual at HRSA.
- For those not using a HRSA Sample letter - please ensure the draft letter includes the following:
  - All the requirements set forth in the FOA [**Please note:** it will be your responsibility to make sure all requirements are included, as OA will not be checking for HRSA requirements.]
  - Your relationship to the State / Part B (e.g., contractor, provider to a RW Part B HIV Care Program contractor, ADAP enrollment site, etc.)
  - Your formal relationship with other HIV care providers in the community (e.g., MOUs)
  - The length of time you have been providing HIV care services
  - Description of the HIV services you provide
  - The target populations you serve
  - Description of HIV care services you are proposing to provide under the HRSA grant and why those are needed in your community (gaps in services)
  - If you include any data, indicate the source of the data

Submit your request to the RW Part B, HIV Care Program (HCP) Advisor for your county. Once a letter of support has been signed by OA, the HCP Advisor will provide you an electronic copy.

The list of HCP Advisors by county is available on the OA website at <http://cdphinternet/programs/aids/Documents/11MAD3cCareAdvisors.pdf>. Please contact the assigned HCP Advisor for your jurisdiction, should you have any questions.