

**Harris County Healthcare Alliance**  
**Guidelines for Letters of Support**

- 1) A written or electronic request for a letter of support from the Alliance is sent to the Executive Director. The request should identify the specific support or action requested of the Alliance. Requestor is informed that there is a one-week turnaround time for Board review.
- 2) Executive Director requests program information (2 page maximum) be submitted if not included with the original request. If possible, requestor should inform the Executive Director if multiple parties in the community are expected to submit competitive proposals, particularly if the nature of the competition will result in only a single award. It is the intent of the Alliance to foster collaboration and consolidated applications whenever possible and not to serve as a filter for grantmakers or funders. If two or more Alliance Members request letters of support for the same competitive award, the Alliance will seek to broker a common proposal among the Members if possible
- 3) Executive Director forwards the request and program information to Directors for review.
- 4) Directors review material within one week, providing Executive Director with a yes/no vote as soon as possible. Review criteria include, but are not limited to:
  - a. Requestor is an Alliance Member or a collaborative of multiple Alliance Members;
  - b. Grant request or program information is in alignment with the mission, vision and goals of the Alliance, particularly whether the program will have a positive impact on access to or funding for care for the uninsured and/or underinsured;
  - c. Grant request or program information clearly describes the goals, objectives and performance criteria;
  - d. Grant request or program information clearly outlines the amount of funding being requested (if any) and the anticipated use of the funds; and
  - e. Requestor demonstrates the ability and staff to implement the program if funded/selected.
- 5) Positive votes of six Directors plus that of either the Chair or Vice-Chair are needed for approval of the request.
- 6) If approved, the Executive Director will draft the letter of support on Alliance letterhead containing the Chair's electronic signature. The Executive Director will send the letter of support as directed by Requestor, and maintain a copy in Alliance files.
- 7) If further discussion is warranted, the Executive Director will schedule a conference call with Directors to discuss.
- 8) If rejected, the Executive Director drafts an appropriate response to the Requestor, sends the response and maintains a copy in Alliance files.
- 9) A copy of these guidelines will be provided to each Alliance Member and be posted on the Alliance's website.