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GUIDELINES TO REQUEST LETTERS OF SUPPORT FROM NEW YORK CITY'S ADMINISTRATION FOR CHILDREN'S SERVICES

The Administration for Children's Services (ACS) receives requests from provider agencies and community partners seeking letters of support to include as part of a proposal to federal, state, city, or private organizations. Requests for Letters of Support and the required supporting documentation should be submitted to ACS **TWO (2) WEEKS PRIOR** to the date the letter of support is needed to allow for the completion of an internal review process.

The request for a letter of support must include the following:

- ✓ Name of the organization making the request, phone number and email address for a contact person at the requesting agency, a description of the funding opportunity being pursued and the proposal due date.
- ✓ A summary (1-2 page maximum) of the proposed project that provides the following information:
 - Goals and objectives
 - Organizational resources/capabilities to carry out the project, if funded
 - Target population and geographic area.
- ✓ Responses to the following questions:
 - Why is your organization best suited to provide the proposed services?
 - How will your organization sustain the program after the funding ends?
- ✓ Amount of funding being requested and anticipated use of funds.

Please include a sample letter addressed to the potential funder for ACS to use at its discretion and modify as needed.

The following specific vendor information is also required:

- ✓ Confirmation the organization has had no serious negative VENDEX findings as it pertains to ACS or other city contracts;
- ✓ Statement that a most recent agency audit was conducted and there were no serious findings;
- ✓ Tax Identification Number and NYC Payee/Vendor Number.

Please be advised that requesting a letter of support does not guarantee that one will be issued. Each letter of support request will be considered on an individual basis.

Requests for a letter of support should be sent to:
ACSPublicPrivatePartnerships@acs.nyc.gov

You will receive an acknowledgement of your request within 24 to 48 hours from either **Stephanie DerGarabedian** or **Grace Lochard**.