

NEW YORK CITY HUMAN RESOURCES ADMINISTRATION
Letters of Support and/or Partnership Requests

The City of New York Human Resources Administration/Department of Social Services (HRA) is committed to fostering collaboration with organizations, foundations and other entities to address poverty and income inequality and provide individuals and families with the social services and economic opportunities they need to succeed.

Upon request, HRA may provide Letters of Support and/or Partnership for community organizations responding to state, federal and foundation Requests for Proposals. HRA reviews proposals very carefully and gives each request serious consideration; paying particular attention to programmatic, fiscal, administrative, and legal aspects. Organizations seeking HRA support and/or partnership (including client referrals) must demonstrate how their proposed project: (1) addresses an unmet need; (2) exhibits an innovative approach; and (3) is consistent with HRA's anti-poverty agenda. HRA is available for discussions of projects prior to the development of the proposal.

To request a Letter of Support and/or Partnership, please submit the following information and supporting documentation at least **two (2) weeks prior** to the deadline for the solicited funding opportunity:

1. A Cover letter that includes:
 - Name of funding opportunity, grantor, and deadline for submission
 - Brief description of the proposal, the objective and the issue to be addressed
 - Total dollars requested, including any in-kind commitment to the program
 - Target population and geographic area
 - Number of clients to be served, including job placements if relevant
 - Outcome measurements
 - Reimbursement model (whether it is performance-based or cash-based)
 - Whether an evaluation of the program will be prepared and a report issued and if not, how you plan to determine the effectiveness of the program model
 - Description of the organization's experience providing the proposed services, including years of experience and performance outcomes that support the organization's track record
 - Attestation that the organization's information on the Vendor Information Exchange System (VENDEX) is updated, valid, and there are no liens or caution concerns (www.nyc.gov/vendex)
 - Statement that a recent audit was conducted and there were no serious findings reported
 - DUNS Number
 - Tax Identification Number
 - Authorized contact person, telephone number and email address of the requesting organization
2. A substantially complete written proposal (excluding appendices).
3. A budget listing personnel, other than personnel services, and overhead costs associated with the program ***in addition to*** any budget forms deemed necessary by the grantor.
4. Listing of all New York City or other governmental contracts awarded (prime or sub-contractor).

Please send all of the above information via email, mail or messenger to:

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