



DISABILITY AND COMMUNICATION ACCESS BOARD

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DISABILITY AND COMMUNICATION ACCESS BOARD GUIDELINES FOR LETTERS OF SUPPORT FOR GRANTS

The Disability and Communication Access Board establishes the following general guidelines for the issuance of letters of support to facilitate the review of such requests, ensure consistency in the review process, and provide sufficient information to make an appropriate decision.

1. The Board may write letters supporting the intent or purpose of a grant application for an agency program to meet the needs of the disability community.
2. The Board shall give priority to requests from agencies that have had input from or involvement with Board staff, and are consistent with Board philosophy.
3. The following information must be provided in writing before the request is considered.
 - a. Name and status of organization making request
 - b. Grant abstract or executive summary of the project
 - c. Budget summary
 - d. Target population and number to be served
 - e. Anticipated benefit to the disability community
 - f. To whom any letter of endorsement/support is to be addressed
4. The Disability and Communication Access Board's endorsement or cooperation will not include financial commitment unless already budgeted and approved by the Board.
5. The Board shall not write support letters that provide blanket overall agency support (for legitimizing an agency).
6. Each request shall be reviewed on individual merit. If the decision is to endorse the request, the staff shall prepare a letter addressed to the organization making the request for inclusion with their grant application. If a request is made for endorsement of a new idea and the intent of the proposal is supported, a letter over the Chairperson's signature will be addressed to the funding source and either given to the requesting agency or mailed directly to the funding source.
7. If the endorsement request for a grant with a new idea is time sensitive in nature (prior to the Executive Committee or full Board meeting) the Chairperson and the Executive Director will review the request. The Chairperson and the Executive Director shall be empowered by the full Board to make a decision about the request and report at the next full meeting of the Board.
8. The Executive Director may draft letters of cooperation (vs. letter of endorsement) to a sponsoring agency for a grant to provide technical assistance, conduct training related to serving people with disability for the awardee, and/or serve on an Advisory Committee/Council for the grant.

All actions taken shall be brought to the full Board for ratification.

Letters of support requested from the Disability and Communication Access Board and the Special Parent Information Network shall conform to this guideline.

Approved 1/21/10