



REQUESTS FOR DCF LETTERS OF SUPPORT FOR GRANT APPLICATIONS

The Department of Children and Families is committed to supporting our partners in their efforts to seek additional funding that will enhance their ability to meet the needs of the Department's children and families. On an ongoing basis, DCF provides letters of commitment/support for grant applications being prepared by other agencies, providers, and other community partners. To ensure that we can best support applications, requests for letters of support/commitment must be reviewed by the Department and approved by the Office of the Chief of Staff. Most requests do not present any concerns; however, there are certain considerations that must be weighed against fiscal and other resource constraints that may not enable DCF to support every grant application. Some of these factors include: matched funding requirements, extensive data or reporting requirements, and/or staffing resource requests.

REQUEST PROCESS

To request a letter of commitment or support from DCF for a grant application that your organization intends to apply for, please submit your request to your respective DCF administrator and the Office of the Chief of Staff (DCF.OCOS@ct.gov) no later than 2 weeks prior to the due date for the grant. Late requests may be denied.

Requests should include the following information:

1. Link to the grant solicitation
2. Application due date
3. A draft Letter of Support that includes:
 - a. The name of the grant and grant number;
 - b. a paragraph defining the grant you are seeking;
 - c. a description of the project/proposal you wish to fund; and
 - d. a clear explanation of the commitments you are seeking from the Department, pending a grant award. These may include, but are not limited to: administrative and other data, reporting, staff time "in-kind", funding, referrals for programs, access to case information, etc.

For further assistance, we have provided sample letters for your review.



DEPARTMENT of CHILDREN and FAMILIES
Making a Difference for Children, Families and Communities



Joette Katz
Commissioner

Dannel P. Malloy
Governor

Date:

To:

Date Due:

Re: Grant Name and Number

The Connecticut Department of Children and Families (DCF) supports the [redacted] application for federal funding under the [redacted]

The [redacted] application supports many of the same goals that the CT Department of Children and Families has in regards to assisting families with youth experiencing homelessness in regaining housing stability. DCF is a current member of the [redacted] and works to assist the [redacted] to advance efforts to end homelessness for families and youth in Connecticut. A DCF staff member regularly attends [redacted] meetings and is a voting member. In addition, DCF actively participates [redacted]

DCF's commitment to support this research will include [redacted]

Thank you for the opportunity to support this proposal and we look forward to continued engagement with the [redacted] to further efforts to prevent and end youth homelessness.

Sincerely,

Joette Katz
Commissioner, Connecticut Department of Children and Families



DEPARTMENT of CHILDREN and FAMILIES
Making a Difference for Children, Families and Communities



Joette Katz
Commissioner

Dannel P. Malloy
Governor

Date:

To:

Date Due:

Re: Grant Name and Number

Dear

The Connecticut Department of Children and Families (DCF) supports [redacted]

[redacted] is a critical workforce development partner to the Department, particularly as it relates to our goals to address racial and ethnic disproportionality across the child welfare system. Similarly, [redacted] provides a broad array of services for children and families in Connecticut, and is a longstanding community partner to the Department.

This project proposal aims to [redacted] The proposed project will achieve this by [redacted] Additionally, the proposal intends to further expand the [redacted].

Pending a grant award and contingent upon available resources, the Department will [redacted]

Thank you for the opportunity to support this proposal. We believe that through this project, [redacted]

Sincerely,

Joette Katz
Commissioner, Connecticut Department of Children and Families