

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Child and Family Services Agency**



Administrative Issuance: CFSA-18-1

TO: All CFSA Staff

FROM: Brenda Donald  
Director

DATE: February 6, 2018

RE: Process for Requests for Letters of Support

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CFSA receives requests for letters of support from current or former contracted providers, grantees, or community partners who are applying for grant funding or responding to solicitations for contracted services.

CFSA staff members are not to provide letters of support on the Agency's behalf. CFSA staff members must follow the procedures below when responding to requests for such letters:

1. All requests must be sent to the Office of the General Counsel (OGC), via the OGC email address, [cfsa.ogc@dc.gov](mailto:cfsa.ogc@dc.gov), with a copy to the Deputy Director of the CFSA staff member who received the request.
2. Upon receipt of the request, OGC will forward a [Letter of Support – Information form](#) (attached hereto) to be completed by the requestor and returned, along with any supporting documentation or draft support letters, to OGC within 2 business days.
3. The OGC will review all of the material provided to ensure that the request aligns with the ethical standards published by the District of Columbia Board of Ethics and Government Accountability (BEGA).
4. If it is determined that it is appropriate for the Agency to provide the requested letter of support, the OGC will finalize the letter and complete a review for ethical and legal sufficiency before the letter is submitted for signature to the Agency Director (or designee).
5. Five (5) business days are needed for the letter to be completed. All “urgent” requests will be handled on a “case by case” basis.

Questions regarding this issuance should be directed to the OGC at 202-727-2646.