

# **First 5 Commission of San Diego**

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**Subject: Letters of Support or Acknowledgement and Memoranda of Agreement to Local Programs**

Policy Number: F5C-001

Effective Date: April 16, 2025

Page 1 of 2

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## **Purpose**

To establish a Commission policy to provide letters of support and memoranda of agreement to local programs that are providing services to children zero to five, that are consistent with the First 5 Commission of San Diego strategic plan and further the mission, vision, values, and operating principles of the Commission.

## **Background**

The First 5 Commission of San Diego (Commission) is at times asked to provide letters of support and memoranda of agreement for some of its funded programs that are applying for other funding opportunities, such as federal grants.

Three types of requests can be made of the Commission:

- 1) Letter of Support: Requires the Executive Director, on behalf of the Commission, to make a finding that the proposed program/project is consistent with the Commission's strategic plan.
- 2) Letter of Reference: Requires the Executive Director, on behalf of the Commission, to confirm a partnership and/or contractual relationship exists with the local organization.
- 3) Memoranda of Agreement (MOA): Requires the Commission's partnership with a local organization on a program or project, which may involve a commitment of resources.

## **Policy**

It is the policy of the Commission to request that programs adhere to the following timeline:

- 1) Provide 30 days' notice for a request of a Letter of Support or a Letter of Reference; and
- 2) Provide 60 days' notice for a request of a Memoranda of Agreement.

Further, it is the policy of the First 5 Commission of San Diego that Letters of Support and Letters of Reference do not establish a commitment of Commission funds. The Executive Director of the Commission has authority to execute and sign Letters of Support or Letters of Reference, without Commission approval, but will notify the Commission by copy of the letter. MOA's involving policy decisions and/or the commitment of future funding will be presented to the Commission. The Commission will review, and if appropriate, make a finding that the program/project is consistent with the strategic plan, and vote to approve.

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Page 2 of 2

**Procedures:**

- 1) Local programs seeking Letters of Support or Letters of Reference or an MOA will, at a minimum:
  - a. Make a request in writing to the Executive Director, allowing 30 days processing time, unless approval is received for exemption of the 30-day processing time frame;
  - b. Provide documents that outline the funding opportunity; and
  - c. Provide an executive summary, which identifies the outcomes of the proposed program.
- 2) Commission Staff will:
  - a. Review all documents;
  - b. Waive the 30-day processing time frame if a finding is made that the local organization did not have sufficient notice to request Commission action in a timelier manner;
  - c. For a Letter of Support or Letter of Reference:
    - i. Prepare the Letter of Support or Letter of Reference for signature by the Executive Director if the program meets the prescribed criteria.
  - d. For a Memoranda of Agreement:
    - i. Forward a draft agreement to County Counsel for review.
    - ii. Present the agreement to the Commission for approval. Once approved, the Commission Chair or Vice Chair will sign the agreement, unless authority is delegated to the Executive Director by action of the Commission.

Sunset Review: April 2030

Originally Approved: June 20, 2005 (7)

Revised: March 8, 2010 (5); April 8, 2013 (4); April 4, 2016 (4); April 18, 2019 (7); April 20, 2022(5)

Approved:

April 16, 2025

Date

6

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