

**Suffolk County Department of Labor
and
Suffolk County Workforce Investment Board**

Requesting a Letter of Support

If you represent an agency or organization that provides employment or training services to Suffolk County residents, and you are applying for a grant to a funding authority, you may seek a letter of support from the Suffolk County Workforce Investment Board (WIB) or the Suffolk County Department of Labor (SCDOL) in support of that grant application.

Procedure:

1. The applicant must submit a formal request for a letter of support, as described in item #3 below, to the SCDOL Commissioner's office.
 - a. Your requests should come from the CEO of your organization.
 - b. Your request should be submitted a minimum of five (5) business days prior to the application deadline.
 - c. You must send your request for a letter of support to:

Pamela Killoran, Workforce Investment Board Coordinator
Suffolk County Department of Labor
725 Veteran's Memorial Highway, Bldg 17
Hauppauge, NY 11788

2. Alternatively, you may e-mail your request to: pam.killoran@suffolkcountyny.gov
3. The request must include:
 - a. An overview of your organization.
 - b. Name of grant/funding opportunity.
 - c. A brief description of the program proposal including target population, geographic area to be served, and measurable outcomes expected.
 - d. Total dollars being requested, including any in-kind commitment to the program.
 - e. Name and address of the organization to whom the letter of support should be directed.
 - f. Authorized contact person and telephone number of your organization.
 - g. A sample letter.

4. SCDOL staff will review your proposal and give your request serious consideration. They will pay particular attention to the programmatic, fiscal, administrative, and legal aspects of your proposal and the anticipated outcomes for the targeted population. If your request is approved, the letter of support will be forwarded to the appropriate organization with a copy to your organization.

Additional Information:

It should be noted that the SCDOL/WIB is neither a partner nor a required assuring entity for your grant unless agreed to and explicitly written in the letter. SCDOL/WIB recognizes that grant applicants, if successful, may be able to support and/or enhance services consistent with our mission, thereby, improving the skill level and employment opportunities for our customers by maximizing funding and resources other than those administered by the SCDOL/WIB.

If you have any questions regarding this procedure please contact Mrs. Pamela Killoran at 631-853-6612.