APPENDIX A8

SAPTA POLICY ON LETTERS OF SUPPORT

The State Division of Mental Health and Developmental Services (MHDS), Substance Abuse Prevention and Treatment Agency (SAPTA), as the Single State Agency (SSA) for Substance Abuse in Nevada, is the principle agency that works to reduce the impact of substance abuse in the state. In this capacity, SAPTA is solicited to coordinate letters of support and/or collaboration with the MHDS Administrator to be provided to organizations and governmental agencies to support their grant applications covering myriad health and welfare projects. Requests must provide sufficient background information for SAPTA to evaluate the level and appropriateness of a letter of support from the MHDS Administrator.

To insure that those entities requesting letters of support and/or collaboration are provided with the requisite support and collaboration consistent with the project for which they are applying, the following procedures apply:

- Under normal circumstances, requests for letters of support and/or collaboration should be submitted to SAPTA at least two weeks prior to the due date of the grant application.

- In all circumstances, requests for letters of support and/or collaboration should be accompanied by a one page executive summary, similar to the executive summary required by most federal agencies in their grant application instructions, outlining the purpose of the project for which the grant application is being submitted.

- In addition to the executive summary, requests must include a brief description of the program narrative outlining the scope of work to be performed and a copy of the budget proposed to accomplish the project.

- All requests for letters of support and/or collaboration must include the organization and address that the letter is to be directed and the name of the project and the Grant Funding Announcement (GFA) number.

- Requests for letters of support and/or collaboration must have a draft sample letter for review.

- It is imperative that organizations requesting letters of support and/or collaboration demonstrate that collaboration is critical to the success of the proposed project specified in the grant proposal, as opposed to a letter which is requested simply to show generic support.

It is recognized that mitigating circumstances my necessitate deviation from established procedures, however, significant justification must be provided, and determinations will be made on a case-by-case basis.