

Appendix H: Letters of Partnership Guidance

Letter(s) of Support: If listing a CBO as a partner in the project plan, a letter of support or other written acknowledgement from the CBO documenting the following must be provided:

- A. CBO acknowledgment of partnership and collaborative work, indicating that the CBO partner has been consulted and approved the collaborative work outlined in the work plan.
- B. Amount of compensation for CBO partner's time and estimated time commitment for this collaborative project (Example language: XX will be paid \$X per hour for 30 hours on this project).

Letters of support do not need to be submitted by the application deadline if the organization(s) have not been identified; however, they will need to be submitted before we can approve the specific collaborative activities of the work plan. Letters of support can be submitted on a rolling basis as your program identifies the organization(s).

You can get this document in other languages, large print, braille or a format you prefer free of charge. Contact the Health Promotion and Chronic Disease Prevention Section at HPCDP.Community@dhsosha.state.or.us or 971-673-0984. We accept all relay calls.

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