

# Philadelphia EMA HIV Integrated Planning Council

## Policy for Providing Letters of Acknowledgement

Approved March 14, 2024

The Office of HIV Planning (OHP) on behalf of the Ryan White HIV Integrated Planning Council (HIPC) is periodically solicited for letters of support, typically in the context of competitive grant applications. In order to ensure a fair and transparent process, it was determined that letters of acknowledgement related to the providers intention to apply for funding would be more appropriate in that the HIPC may not have enough information of the organization or its proposed activities. The process for providing letters of acknowledgement, the HIPC adopts the following policy:

- A letter of acknowledgement may be provided only to projects, programs, or other activities that are clearly consistent with the goals and priorities of the HIPC.
- The organization requesting the letter must present information to the HIPC membership on the activities to be provided under the grant applications for which they are applying at a regularly scheduled meeting of the HIPC.
  - For project that involve multiple project elements, including elements outside of the expertise of the HIPC membership, additional detail and rationale will be required from the requesting provider organization.
- The HIPC can decline to consider a request if there is insufficient time for review.
- Letters will be signed by the community Co-Chairs.
- Copies of each letter may be distributed to the HIPC members upon request.
- Requests for letters of acknowledgement for individual projects that pose a direct conflict of interest may be subject to additional scrutiny.