

DETROIT EMPLOYMENT SOLUTIONS CORPORATION (DESC)

STANDARD OPERATING PROCEDURE

NAME OF SOP: Letters of Support and Partnership Requests

PURPOSE: To establish a policy for providing partner organizations with letters of support or partnership agreements

APPLICATION: Non-profit Organizations, Government Agencies, Businesses and other partner organizations

EFFECTIVE DATE: May 1, 2011 (Revised July 1, 2012)

REVISIONS:

Policy:

Requests for Letters of Support, Memorandums of Understanding and other partner agreements must meet the following criteria before receiving approval.

- 1. The proposed partnership must be in the best interests of the city and advance the mission and goals of the Corporation.**

The Corporation implements a distinct mission and partnership agreements should preserve and advance the integrity of that mission.

- 2. The Corporation must determine that it has the capacity to implement the proposed partnership.**

Limited staffing, funding and a legally prescribed role, force the Corporation to prioritize. Each proposed partnership must be evaluated in the context of all the Corporation's strategies, plans and activities.

- 3. The proposed partner must make its request in writing at least 5 business days before the due date.**

The Corporation needs sufficient time to research and evaluate requests. Partnerships often commit the Corporation to significant financial and programmatic responsibilities. Last minute requests may prevent the Corporation from making decisions based on the best information available.

- 4. The proposed partner must identify the grant or activity requested, and it must submit a summary description of the partnership and the proposed activities.**

The proposing partner should include in its summary the name of the grant or partnership, a description of the program design, the number of participants affected, the amount of the request, a list of the other partners involved, and other essential information.

5. Requests for in-kind support must be clearly defined, quantified and negotiated with a Corporation official.

Partnership requests often include the assumption that the Corporation will provide in-kind support to the proposed project in the form of training, ABE/GED remediation, soft-skill training, assessment and other services. While DWDBC makes its workforce services available to individuals who enter the system, the Corporation does not always have the resources available to make large commitments. Also, vague commitments to provide training or other services may result in misunderstandings or legal liability if the Corporation cannot provide the agreed upon resources at a later date. For example, one request for “training of participants in the program,” when quantified, would have resulted in an agreement to provide 500 participants ITA training at \$5,000 a piece - a \$2,500,000 commitment. Also, proposing partners often submit requests to sign letters or memorandum without discussing the partnership with a Corporation official. Dialogue prior to entering into commitments can prevent misunderstanding at a later date.

6. The proposed partner must submit to the Corporation a sample Letter of Support, Memorandum of Understanding or other document.

Proposing partners should submit draft documents in digital form so that they can be easily printed on Corporation stationery.

7. Waiver of any of the above criteria may be provided at the sole discretion of the Director.