



*Strengthening access to affordable
community-based healthcare through
advocacy, education and technical assistance.*

Letter of Support Protocol For Non-330 Grant Proposals

The Oklahoma Primary Care Association (OKPCA) is funded by Health Resources and Services Administration's (HRSA) Bureau of Primary Health Care (BPHC) with the mission to strengthen access to affordable community-based health care. OKPCA must review grant information before writing letters of support to reasonably ascertain if a project aligns with our mission and if OKPCA has resources to lend support to the project. To determine if a support letter can be issued, OKPCA requests the following of the requesting organization:

_____ Summary of organizational structure; primary business activity/product; brief history of existence; IRS tax status (e.g. for profit/not for profit structure, date of incorporation).

_____ Project Abstract that provides a brief summary of the proposal.

_____ What resources are requested of OKPCA (e.g., facilitating CHC involvement, OKPCA staff time, etc.)?

_____ Explanation of how this project will increase access to affordable health care (may be included in the Project Abstract)

_____ Instructions regarding contact and address information to be used for support letter, including requested deadline (NOTE: OKPCA policy requires a 10-day advance notice before a support letter can be issued).

_____ Additional information (outlined below if required for clarification).

Once the above information has been submitted to OKPCA in accordance with established policy (**ten (10) business days before letter is due**), staff will review the project to see if a support letter can be issued. OKPCA bases its support on the information provided by the applicant and has relied in good faith that it is accurate and without fraud. Note: **OKPCA does reserve the right to withhold letters of support.** If you have questions, please call OKPCA at (405) 424-2282. Thank you.

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