



Process to Request Letters of Support/Commitment from the Ohio Department of Health (ODH)

ODH frequently receives requests from providers, boards and other stakeholders seeking letters of support/commitment to be included as part of a proposal to federal, county, city, non-profit or private organizations. In order to increase efficiencies and timeliness, ODH has established the following process for organizations seeking a letter of support. ODH does not provide letters of support/commitment for other state agency's solicitations.

Please note that we require all requests to be submitted via this electronic process at least ten (10) business days prior to the application deadline. This will ensure that all recipients have a copy of the letter when required.

Each request will be reviewed by ODH for programmatic, fiscal, administrative, IT and legal implications. In addition, the request is reviewed to ensure that the proposal is in alignment with the mission of ODH, *advancing the health and well-being of all Ohioans*.

Procedure:

The applicant must submit an electronic request for a letter to ODH at least ten (10) business days prior to the application deadline. Submit to letters@odh.ohio.gov. An exception to the submission deadline may be considered.

The request will then be reviewed within ODH, and a decision made as to the appropriateness of providing a letter. ODH will prepare the letter, email it to the individuals noted to the address specified.

If you have questions related to this process, please contact Angi Lee at Angela.Lee@odh.ohio.gov.

Thank you.