

	<i>Jefferson County Policies & Procedures</i>		
Policy Name:	Letters of Support	Approved:	05/01/2025
Policy Number:	915	Author:	Benites-LM
Associated:		Original	

PURPOSE:

The Jefferson County Commission supports the pursuit and receipt of grants that benefit Jefferson County. To assist grant applicants, the County may issue letters of support for projects affecting the County, upon request.

POLICY:

- The Jefferson County Commission or the county administrator may send letters of support on behalf of the Commission.
- Letters of support will express the County's general support for projects that benefit Jefferson County but do not endorse one County entity, organization, or municipality over another.
- Letters of support will be framed broadly (e.g., supporting trail development in the County) rather than endorsing specific projects over others (e.g., not supporting a trail in Shepherdstown over one in Harpers Ferry).
- Because grant applications often have tight submission timelines, the County Administrator may prepare and send letters of support without requiring additional approval from the Commission.
- The County Administrator may also choose to refer any letter of support request to the County Commission for review and approval.

Standard Operating Guidance (SOG) for Grant Letters of Support

Request Process:

- Grant applicants may submit a request for a letter of support directly to the Commission or the County Administrator.
- If seeking Commission approval, requests should be submitted in writing at least **eight (8) days prior** to any regularly scheduled Commission meeting.
- Requests must be sent to: **agenda@jeffersoncountywv.org** and should include:
 - A brief description of the project
 - A copy or summary of the grant opportunity
 - Specific language or points the applicant requests be considered for inclusion in the letter

Review and Approval:

- If a request is received with an urgent deadline, the County Administrator may prepare and issue a letter of support in accordance with this policy, ensuring neutrality and consistency.

- The County Administrator may, at their discretion, choose to refer a request to the County Commission for formal review and approval before issuing the letter.

Issuance of Letters:

- Letters of support may be sent directly to the grant applicant for inclusion in their application package and/or sent directly to the granting agency, depending on the applicant's preference.
- The County Administrator will maintain a record of all letters of support issued on behalf of the Commission.