



Community and Economic Development

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Letter of Support Guidelines

CWEDD is the Economic Development District (EDD) for Benton, Lane, Lincoln, and Linn Counties. EDDs are multi-jurisdictional entities, commonly composed of multiple counties and in certain cases even cross-state borders. CWEDD includes the Oregon Cascades West Council of Governments (OCWCOG) and Lane Council of Governments (LCOG). CWEDD is responsible for the five-year Comprehensive Economic Development Strategy (CEDS) adoption and implementation. Many federal grants require alignment with the CEDS, and letters of support can confirm alignment with the CEDS.

To better define a letter of support, process the CWEDD Board approved guidelines on September 29, 2022. The letter of support process is meant to provide clear guidelines and structure for letters of support. Staff and the CWEDD Board understand that practitioners are very busy and grant applications are a big lift. Furthermore, Staff understands that last minute requests may still happen; however, that should not be the norm. Whenever possible the guidelines and criteria below should be followed when requesting a letter of support.

Guidelines for a Letters of Support Request:

- Two weeks' notice.
- The CWEDD Executive Committee may approve letters of support via email and the OCWCOG Director will sign the letters.
- If the letter of support does not have unanimous support of the CWEDD Executive Committee the CWEDD Board will approve or not approve a letter of support.
- CWEDD may write multiple letters of support for the same grant if the grant allows for multiple projects per region. In the case that only one project per region is allowed the CWEDD Executive Committee or Full CWEDD Board will determine which project to support based on the CEDS Priority Areas.

Information Required for a Letter of Support Request:

- Draft Letter of Support.
- Summary of project or presentation to the CWEDD Board. The summary or presentation at a minimum should include:
 - The name and source of the grant
 - Size of the grant
 - The anticipated impact
 - A description of which CEDS Priority Areas are met
 - A disclosure if only one project per region can be funded

Please send Letter of Support Requests to the OCWCOG Community and Economic Development Director.