



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Community Services | 330 C Street, S.W., Washington, DC 20201
www.acf.hhs.gov/ocs

Rural Community Development Program

Dear Colleague Letter

DCL#: RCD-DCL-2019-01

DATE: January 16, 2019

TO: RCD Grantees

SUBJECT: New Format and Defined Use for OCS's Action Transmittals, Dear Colleague Letters, and Information Memoranda

ATTACHMENT(S): N/A

Dear Colleagues,

Happy New Year!

In order to communicate more clearly and effectively with grantees and other stakeholders, the Office of Community Services (OCS) is rolling out a fresh look for its communication documents and a defined use for Action Transmittals (AT), Dear Colleague Letters (DCL), and Information Memoranda (IM).

Beginning **January 7, 2019**, OCS will use our new OCS letterhead and a standard template for all AT, DCL, and IM across OCS programs, including Community Economic Development, Community Services Block Grant, Low Income Home Energy Assistance Program, Rural Community Development, Social Services Block Grant, and the Assets for Independence programs.

The new templates include a direct hyperlink to the program website, which is embedded in the name of the OCS program releasing the communicate as well as the type of communication (e.g. AT, DCL, or IM). Lastly, each communicate will now include a unique identifier that consists of the program name, type of document, fiscal year, and a chronological number.

The image shows a screenshot of an email or document header from the Administration for Children & Families, Office of Community Services. The header includes the agency logo and name, followed by the program name 'Community Economic Development Program' and the communication type 'Dear Colleague Letter'. Below this is a list of fields: DCL#, DATE, TO, SUBJECT, and ATTACHMENT(S). Callout boxes on the right side of the image point to specific elements: 'OCS letterhead' points to the header box; 'Active hyperlink to program website' points to the program name; 'Type of communication' points to 'Dear Colleague Letter'; and 'Communication number' points to the DCL# 'CED-DCL-2019-1'.

DCL#:	CED-DCL-2019-1
DATE:	January 2, 2019
TO:	CED Grantees
SUBJECT:	New Format and Defined Use for OCS' DCL, AT, and IM
ATTACHMENT(S):	N/A

In addition, moving forward, OCS will use AT, DCL, and IM for the purposes outlined below:

Action Transmittal: To request information.

Dear Colleague Letter: To make general announcements.

Information Memorandum: To establish and/or confirm program policy.

If you have any questions about the new format for and the defined purpose of the AT, DCL, and IM, please contact your program liaison.

Again, the effective date for the use of the new template is **January 7, 2019** and applicable to all OCS programs.

Thank you for your attention and OCS looks forward to continuing to provide high quality services to OCS grantees.

/s/

Lynda E. Perez

Director, Division of Community Discretionary and Demonstration Programs
Office of Community Services