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# Quality Care & Education: Quality Improvement & Expanded Access for Children with Special Needs

# Letter of Intent: Partner Applicant

Instructions: A letter of intent (LOI) is required for all prospective Partner Agency applicants. The submission of an LOI ensures that your information will be shared with the Lead Agency applicants for purposes of coordination. LOIs are not binding. Applicants may elect to change their intended service strategies after the submission of an LOI but prior to submission of a full proposal. Should a proposed service strategy change, the applicant will still be considered eligible for funding. Conversely, there is no penalty for submitting an LOI and then opting out of submitting a full proposal in partnership with a Lead Agency.

LOIs are due no later than Wednesday, April 1, 2020 by 5:00 p.m.

Please keep your responses contained to this three-page template and have an authorized signatory of your organization sign this Letter of Intent.

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| Contact Information | |
|  | |
| Partner Agency Name |  |
| Main Contact Name, Title |  |
| Street Address |  |
| City, State, ZIP Code |  |
| Work Phone |  |
| E-Mail Address |  |

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| Partner Agency Qualifications |
| Please briefly share the mission and purview of your agency and any specifics about the services strategies you intend to propose for the Quality Improvement & Expanded Access for Children with Special Needs Initiative in San Mateo County. Please refer to the *Lead and Partner Roles* and *Content and Sequence of Proposal* sections of the ITN for more specification. This project description is non-binding and applicants may elect to change their service model prior to submission of a full proposal. |
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Does your agency intend to seek funding for the proposed services described above?

Yes, our agency intends to apply as a funded partner.

No, our agency intends to apply as an unfunded partner.

Our agency is open to serving as a funded or unfunded partner.

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| Signature | |
|  | |
|  | |
| Name (printed) |  |
| Signature |  |
| Date |  |

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| Letter of Intent Submission |
| Thank you for completing this Letter of Intent: Partner Agency. Please email a scanned copy of your completed Letter of Intent to [jdclark@smcgov.org](mailto:jdclark@smcgov.org) AND [mle@smcgov.org](mailto:mle@smcgov.org) no later than **Wednesday, April 1, 2020 by 5 p.m**. |