



Round I – Letter of Intent Outline

Letters of Intent are required and due via DAAA's Citrix ShareFile by **Friday, February 2, 2024, 11:59pm EDT**. These signed Letters of Intent must be submitted on behalf of the authorized official of the organization in 12-point font on the company letterhead and include the following information in a business letter format:

- Full name and contract information for the applicant.
- Project Area/deliverable for which the organization proposes to be applying to development.
- Incorporation – At least three years in business.
- Financial viability (Recent audit and balanced financial statements).
- Income Tax Paid or approved Payment Plan with Internal Revenue Service.
- Maintenance of Insurance at appropriate levels.
- Willingness to sign business associate agreement, conflict of interest, participate in ICHAT background/Sex offender and Office of Inspector General screenings.
- Mission, vision and core values.
- Organizational capability statement.
- Staffing and partners along with credentials to be engaged including any independent contractors
- Proposed Program Design – Describe approach to be used and how this approach is innovative, transformative, replicable, sustainable and adaptable to our community.
- Planned work plan and timeline including goal, objectives and business tactics to be used.
- Statement of how proposed approach is innovative, transformative, replicable, sustainable and will be reflective and adaptative to the community needs.
- Proposed budget amount and any local match (other resources such as cash and/or in-kind) to be provided to support the initiative.

Applicants may apply for more than one project area; however, separate Letters of Intent are required.

Maximum pages: Four-page letter, single space content with 12-point font on company letterhead.

Applicants are encouraged to read the entire Call for Proposals when before preparing the Letter of Intent.