

Letter of Support Request

Any current or new Community Based Organization (CBO) serving Inland Regional Center's (IRC) catchment area, who wishes to extend or submit a new Service Access and Equity (SAE) grant proposal to the State of California Department of Developmental Services (DDS) and would like a letter of recommendation/support from IRC, will need to complete the following:

Note: DDS does not currently require a letter of recommendation from the regional center. Below is IRC's process which allows for adequate time and information in deciding on the issuance of a letter of recommendation/support.

The CBO will email their request to community@inlandrc.org only. Please do not include or copy any other members of IRC in the email.

The request should be received 20-30 days before the CBO needs the letter.

For a letter of recommendation/support, or for an extension of current grants, the CBO's email request will need to include:

1. Qualitative data of current project
2. Quantitative data of current project
3. Outcomes that display how the project lowered IRC's POS disparity
 - After submission of the grant to DDS, we kindly ask for the proposal to be sent only to community@inlandrc.org

For a new DDS SAE grant, the CBO's email request will need to include:

1. Grant proposal for review
2. Plan to collect qualitative and quantitative data and share with IRC
3. Marketing plan (Please review IRC's Digital Communications Policy on the Accountability page)
 - After submission of the grant to DDS we kindly ask for the proposal to be sent only to community@inlandrc.org

Again, a letter is not required; however, we want to do our due diligence in the letter-writing process when requested.

Note: Any agency who received grant funding from DDS to provide an SAE project is required to attend a 4-hour training called IRC 101. This is not a DDS requirement, but an IRC requirement.