

## Letter of Support Request Process for SAE Grants

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:

**Please 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 to decide on the issuance of a letter of recommendation/support.

### Request Process:

1. **Email Submission:** The CBO must email their request to [community@inlandrc.org](mailto:community@inlandrc.org) only. Please do not include/copy any other members of IRC in the email.
2. **Timeline:** The request should be received 20-30 days before the CBO needs the letter.
3. **Content of Request:**
  - **For a Letter of Recommendation/Support for an Existing Grant or an Extension:**
    - Provide qualitative data on the current project.
    - Provide quantitative data on the current project.
    - Include outcomes demonstrating how the project reduced IRC's Purchase of Service (POS) Disparity.
    - Provide an updated marketing plan designed to reach the IRC population. (Please review the IRC's Digital Communications Policy, [IRC-Digital-Communications-Policy-Update-2023.pdf \(inlandrc.org\)](#).)
    - IRC may request a meeting with the CBO to discuss their grant, either virtually or in person, as part of the review process.
  - **For a New DDS SAE Grant:**
    - Include the grant proposal for review.
    - Provide a plan to collect and share qualitative and quantitative data with IRC.
    - Include how the project may reduce IRC's Purchase of Service (POS) Disparity.
    - Include a marketing plan (Please review IRC's Digital Communications Policy [IRC-Digital-Communications-Policy-Update-2023.pdf \(inlandrc.org\)](#)).
    - IRC may request a meeting with the CBO to discuss their grant, either virtually or in person, as part of the review process.
    - Statewide initiatives must include a local action plan to provide services to our key demographics.

4. **Post-Submission:** After submission of the grant to DDS, we kindly ask for the proposal to be sent only to **community@inlandrc.org**.

**Review Process:** IRC's Service Access and Equity team reviews and grades all grants. The findings and recommendations will be reported back to DDS.

**Important Note:** While a letter of recommendation/support is not required, we want to ensure thorough consideration in the letter-writing process when requested.

**Training Requirement:** Any new agency that receives grant funding from DDS to implement an SAE project must attend a four-hour training called IRC 101. This is an IRC requirement, not mandated by DDS.

**In-Kind Requirements:**

- Facilitating community engagement through diverse listening sessions.
- Disseminating information about our SAE Conference, events, focus groups, and surveys to parents served by the CBO.
- Promoting various activities organized by the Client Advisory Committee (CAC).
- Attending Board of Trustees meetings and all listening sessions to deepen understanding and improve service to our target population.
- Participating in a virtual forum for CBOs alongside our Cultural Specialists.
- Hosting resource booths at IRC's resource events.
  - Booths are free to agencies that receive SAE Grant funding.