



## **INSTRUCTIONS FOR SUBMISSION OF APPLICATION FOR LETTER OF INTEREST**

To apply for the service included in a Letter of Interest (LOI), please submit a complete application consisting of the following three sections: 1) **Cover Page**, 2) **Statement of Experience and Qualifications** and 3) **Requested Documents as Described in the Guidelines**. Note that you may apply to provide services in more than one county. **Applications must be formatted and submitted exactly as described below in order to be considered.**

Applicants must be able to demonstrate appropriate qualifications and experience for the proposed service. After review of the application, selected applicants may be invited to submit a Program Design that meets TCRC guidelines depending on the particular service.

### **Instructions for Cover Page and Statement of Experience and Qualifications Forms**

The Cover Page and Statement of Experience and Qualifications are provided for your convenience in these Instructions. They are provided in PDF format. Complete and submit the forms electronically or print and scan the completed documents and submit in Adobe PDF format.

### **Instructions for Submitting the Application**

Submit the Cover Page, Statement of Experience and Qualifications, and Requested Documents as Described in the Guidelines electronically via e-mail to [LOI@tri-counties.org](mailto:LOI@tri-counties.org). You will receive an auto-response acknowledging receipt of your submission. Please print and keep a copy of this e-mail for your records. Please do not submit any questions to this e-mail address. It is reserved for applications only. If you do not receive an auto response or if you do not receive a written notification of the status of your application from TCRC within ten business days, you should contact TCRC Resource Development at (805) 884-7220 and verify that your application was received.