



INSTRUCTIONS FOR COMPLETING THE LETTER OF INTENT TO APPLY FOR CARES PLUS PROGRAM ROUND 2

Purpose of Form

The California Children and Families Commission (First 5 California) announces the availability of matching funds for the Comprehensive Approaches to Raising Educational Standards (CARES) Plus Program Round 2.

The eligibility of applicants to apply as the Lead Agency to create and implement a local CARES Plus program for a single county or for a collaborative is defined in Section II of the RFA. The program and fiscal responsibilities of the Lead Agency are summarized in Section 1 of the RFA, and specified in further detail throughout the RFA. As explained in Section II of the Request for Application (RFA), First 5 county commissions have the first right of refusal to be a Lead Agency for their respective counties. In the event a First 5 county commission chooses not to act as the Lead Agency, First 5 California will permit a qualified local public entity (LPE) to serve as the Lead Agency.

This form provides the instructions for both county commissions and other LPEs to submit Letters of Intent to apply for matching funds for CARES Plus Round 2, to facilitate the identification of the proper Lead Agency for each local CARES Plus program.

Transmittal of Letter Of Intent (LOI) From a First 5 County Commission

First 5 county commissions must complete and submit a Letter of Intent Form R.2. First 5 California requests that each First 5 county commission submit a LOI even if they are not interested in applying for CARES Plus Round 2. An electronic LOI will be accepted. However, a hard copy of the LOI with the original signature of the First 5 county commission Executive Director, or his or her designee, must be received by First 5 California no later than 5:00 p.m. March 26, 2013. If an LOI is not received by this deadline, the county commission will no longer have first right of refusal.

March 26, 2013

Letter of Intent with original signature of Executive Director (or designee) must be received by First 5 California no later than 5:00 p.m. Early submissions are encouraged.

March 26, 2013

Last date First 5 California will post the names of the interested local county commissions on the First 5 California website.

Transmittal Of Letter Of Intent (LOI) From A Local Public Entity

Local public entities (LPEs) must complete and submit a Letter of Intent Form R.3. An electronic LOI will be accepted. However, a hard copy of the LOI with the original signature of the Chief Executive Officer of the LPE, or his or her designee, must be received by First 5 California no later than 5:00 p.m. April 3, 2013. If more than one local public entity from the same county submits an LOI by this deadline, the entities will be asked to decide which one will be the LA for the county and submit a revised LOI. Only one (1) application per county will be allowed.

April 3, 2013

Letter of Intent with original signature of the Chief Executive Officer (or designee) received by First 5 California no later than 5:00 PM.

April 4, 2013

Last day First 5 California will post the names of the interested LPEs on the First 5 California website.

April 11, 2013

Deadline for re-submission of LOI if more than one is received from LPE's.