

**Developmental Disabilities Resource Board  
Letter of Intent for Pilot Project  
Guidelines**

The DDRB Strategic Plan and Funding Priorities should be considered when submitting a Letter of Intent.

A full application may be requested at a later date via DDRB Portal, once a budget is determined by the DDRB Board establishing new programs as a funding priority. A new program is defined as a Pilot Project (see Funding Requirements). Letters of Intent will only be considered during DDRB's annual application process and are submitted to the Program Director.

**Letter of Intent should include the following:**

- A. Demographics
  - a. Agency Name
  - b. Project Name
  - c. Contact Persons (name, phone number and email)
- B. Program
  - Program Implementation Plan
    - a. Brief Description of the Project (Your request should describe how the service supports the program that provides a controlled work environment, or is designed toward enabling an eligible person to progress toward normal living, or to develop his or her capacity, performance, or relationships with other persons, or provide services related to a place of residence or social centers for eligible persons, or is connected or associated with vocational training, vocational teaching, vocational activities, vocational workshops, and/or residential facilities.)
    - b. Need for Project
    - c. Intended Outcome to be Achieved
    - d. Description of Individual to be served
- C. Financial
  - Three year funding plan (income/expenses). This should include projections of DDRB share, total project costs, and the agency's efforts to secure additional funding sources.