**Instructions for Letter of Intent**

Please provide a **Letter of Intent** using the example on the following page. The letter must be typed on your agency’s letterhead. **It is due no later than 4:30 pm on Friday, May 22, 2020** to the following address:

**KYOVA Interstate Planning Commission**

**400 Third Avenue**

**Huntington, WV 25701**

**Or**

**P.O. Box 939**

**Huntington, WV 25712**

**SAMPLE LETTER OF INTENT**

**TO BE TYPED ON YOUR AGENCY’S LETTERHEAD**

Date

Executive Director

KYOVA Interstate Planning Commission

400 Third Avenue

Huntington, WV 25701

Dear Director:

The **(NAME OF AGENCY)** is hereby applying for capital assistance under the Section 5310 Program to purchase **(TYPE OF VEHICLE, EQUIPMENT, OR SERVICES)** and we plan to: **(agencies should state the appropriate choice from the following or describe the use of their project)**

* Purchase a Section 5310 vehicle and sell a non-Section 5310 vehicle
* Purchase a Section 5310 vehicle and retain a non-Section 5310 vehicle as a spare which expands the agency’s fleet
* Purchase a Section 5310 vehicle and retain a previously acquired Section 5310 vehicle as a spare which expands the agency’s fleet
* Purchase a Section 5310 vehicle and sell a previously acquired Section 5310 vehicle
* Purchase a Section 5310 vehicle to expand fleet
* Provide Mobility Management Services
* Enter into a Contracted Services agreement

It is my understanding that failure to submit the required documentation, including all necessary sign-off documentation, with my application on or before **June 26, 2020**, will mean that my organization will not be considered for funding. It is understood that KYOVA Interstate Planning Commission will not be responsible for late, lost, or misdirected mail.

All correspondence and questions may be directed to **(NAME OF DESIGNATED CONTACT PERSON).** He/she may be reached at **(AGENCY NAME, ADDRESS, TELEPHONE, FAX NUMBER, AND EMAIL ADDRESS).**

Thank you,