**ATTACHMENT A: SAMPLE FORMAT FOR LETTER OF INTENT**

Name and address of Agency Submitting an Intent to Bid:

Agency Point of Contact:

Email Address:

Phone Number:

Date:

Lou Grillo, Workforce Development Director

Kerr-Tar Regional Council of Governments

1724 Graham Avenue

Henderson, NC 27536

Dear Mr. Grillo:

This letter indicates our Intent to Bid as a WIOA Title I Program Operator in the following program(s) and county(ies). We have marked the program and all the counties that we are interested in serving.

Program:

* One-Stop Operator

Counties proposed to serve:

|  |  |  |  |
| --- | --- | --- | --- |
| * Franklin County |  | * Granville County | * Person County |
| * Vance County |  | * Warren County |  |

We have checked the following box that most appropriately describes our organization.

An institution of higher education A nonprofit Organization

A community-based Organization A government agency A private-for-profit entity

Other interested organization or Entity – Complete the Type of Organization Below:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* We acknowledge that the period of performance is July 1, 2021, through June 30, 2022.