



*EASTERN LOS ANGELES REGIONAL CENTER*

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**Eastern Los Angeles Regional Center (ELARC)  
Responding to Requests for Letters of Support/Reference**

As workload demands allow, ELARC will provide letters of support/reference to entities/individuals with history of partnership and collaboration with ELARC who are seeking funding for projects in alignment with the mission and vision of ELARC. The ELARC Executive Director has ultimate decision making authority regarding letters of support. ELARC requests that all letters of support/reference inquiries provide the following information for review and consideration:

- An email to ELARC Manager Community Services Division, Elizabeth Harrell at [eharrell@elarc.org](mailto:eharrell@elarc.org) alerting of the request for a letter of support at least two weeks prior to the application deadline
- a copy of the proposal (complete final is preferred) or a draft concept/summary/abstract for review with a copy of the complete final at least five business days (with alert at least two weeks prior) before the application is due (receipt two weeks prior is preferred)
- a copy of/link to the Request For Proposals (RFP) which includes and specifies the page numbers for the request for the letter of support and date proposal is due
- a statement describing the type, amount and/or frequency of support and/or collaboration requested of ELARC for this proposal, if applicable.
- if continuation funding from ELARC is being sought, please clearly describe the basis for such funding, other sources of funding and/or use of generic resources and a proposed rate with a budget and supporting narrative documentation
- a brief description of the nature of relationship applicant organization has with ELARC, length of time (i.e., months years), provide relevant background and/or ways your organization interacts (past and current) with ELARC and/or proposes to in the future
- provision of a sample letter of support template is preferred
- a statement of when the letter is due to the applicant or agency requesting the letter
- a statement of how the applicant would like to obtain the letter (i.e., electronic or pick it up at ELARC office) and handling of original
- any other documents (MOU, Scope/Statement of Work, Intent) required by the Grantor organization for ELARC information or signature will be considered and may require review and possible modifications, please allow more time
- identify the person (name and title) with contact information to whom the letter should be addressed.

Should there be any questions or need for further information to submit this required material please do not hesitate to contact the ELARC Manager Community Services Division, Elizabeth Harrell at (626) 299-4730 or [eharrell@elarc.org](mailto:eharrell@elarc.org)