

[Respondent Letterhead]

OEC QIS 024

Submit to OEC.RFP@CT.GOV with Subject Line: QIS RFP [abbreviated organization name]

Authorized Representatives. Applicants must designate an authorized representative and one (1) alternate. The authorized representative and alternate will be the only individuals to communicate with the OEC official contact during the open submission period. The letter must be signed by the organization's Chief Executive Officer or another official with signatory authority.

Applicant Agency: _____
Legal Name

To the Office of Early Childhood,

I, the undersigned, for and on behalf of the named applicant agency, do herewith intend to apply for this funding and attest that to the best of my knowledge the statements made herein are true.

The following individual will serve as the authorized representative and the alternate.

	Authorized Representative	Alternate
Name		
Title		
Mailing Address Street City, State, Zip		
Email Address		
Telephone Number		
Normal Working Hours		

Signature of Authorizing Official

Date

Typed Name and Title