

# **LETTER OF INTEREST (LOI) TEMPLATE**

**FY 2025–26 Industry Driven Regional Collaboratives (IDRC)**

**California Community Colleges Chancellor’s Office**

**Workforce and Economic Development Division**

## Instructions:

Please complete the following Letter of Interest (LOI) on official college letterhead and submit it to [EWD@CCCCO.edu](mailto:EWD@CCCCO.edu) no later than: **5 p.m., Friday, July 11, 2025** with the subject line: IDRC Letter of Interest – [Insert College or District Name]

This form should be signed by an authorized college President or designee.

### College or District Information

* College or District Name:
* Project Title:
* Sector Focus Area(s):
* Primary Contact Name and Title:
* Email Address:
* Phone Number:
* Mailing Address:

### Statement of Need

Briefly describe the regional labor market demand or workforce gap your project seeks to address.

### Proposed Activities

Summarize the initiative’s objectives, including training programs, curriculum development, work-based learning opportunities, and targeted student populations.

### Partnerships

List key partners, such as industry representatives, workforce boards, and community organizations.

### Vision 2030 Alignment

Explain how your project aligns with Vision 2030 goals including equitable access, economic mobility, and future-ready workforce development.

### IDRC Budget Summary Template and Match

Download and complete the Budget Summary Form, Budget Detail Form, and Match Form. Attach the three completed forms in your email to [EWD@CCCCO.edu](mailto:EWD@CCCCO.edu).

### Signature

Authorized College or District Representative:

Title:

Date: