

LETTER OF INTENT

This letter of intent is submitted to the Governor's Center for Local Government Services to request the technical assistance described below. By submitting this request, the

_____ of _____
 (Municipality) (County)

agrees to cooperate with the Center on the provision of technical services.

The governing bodies should approve this request for assistance by motion. No resolution is required. Please complete and return this form and the contact person designated will receive all future information regarding this request. Center personnel will evaluate this request and determine the level of assistance provides based upon your needs.

PLEASE COMPLETE THE FOLLOWING:

1. Type of technical assistance being requested. _____

2. Did your municipality receive technical assistance in the past that resulted in a written report? Yes No If yes, describe briefly the type of assistance that was provided.

3. Did the technical assistance report result in any change of operation? Yes No
 If yes, describe briefly _____

4. Are you currently a part of any intergovernmental agreement? Yes No If yes, describe briefly _____

5. Do you agree to a follow-up evaluation by Center staff to identify any changes or improvements to your operations as a result of this assistance? Yes No

Chief Elected Official	Contact Person
Municipality	Print Name
Print Name	Title
Signature	Address
Date	
Federal ID #	Telephone #
I hereby certify that the governing body at a public meeting has approved this Letter of Intent on Date: _____ Attest: _____ <div style="text-align: right;">(Secretary)</div>	

COMPLETE REVERSE SIDE FOR MULTI-MUNICIPAL PROJECTS

ASSISTANCE REQUESTED FOR THE FOLLOWING

- Regional Police Consolidation Study
- Volunteer Fire Merger/Consolidation
- Council of Governments
- Land Use Planning
- Other _____

County _____

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COPY FOR ADDITIONAL MUNICIPAL INFORMATION

RETURN TO: Governor's Center for Local Government Services
 4th Floor, Commonwealth Keystone Building,
 Harrisburg, PA 17120
 Telephone #: 888-223-6837 (toll-free)