[INSERT SCHOOL LETTER HEAD HERE]

[INSERT DATE]

Pennsylvania Commission on Crime and Delinquency  
P.O. Box 1167   
Harrisburg, PA 17108-1167

To whom it may concern:

Please accept this letter of support from [INSERT COMPLETE SCHOOL NAME] for Intermediate Unit 1 to request funds on our behalf for targeted health and safety grants to address COVID-19 related health and safety needs through the COVID-19 Nonpublic School Health and Safety Grant FY20-21.

[INSERT SCHOOL NAME] is requesting total funding of [INSERT TOTAL $ REQUESTED. Do not exceed $10,000. This number should equal the total of all items listed below] to support the following programs, items or services which address the COVID-19 Disaster Emergency:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Eligible Program Category | Item Description | Quantity | Unit Cost | Total | Purpose |
| **EXAMPLE ENTRY**  (6) educational technology for distance learning | Lenovo 100E G2 A4-9120C 32/4  Chromebook, Google License,  Protection/Service & Warranty | 25 | $295 | $7,425 | to ensure the continuity of  education. |

This funding will not be used to supplant or replace any state, federal or local funds that would otherwise be available to provide for the above program–related services. [INSERT SCHOOL NAME] will comply with all reporting, data collection and evaluation requirements, as prescribed by PCCD, state, and federal guidelines.

Respectfully,

INSERT NAME  
PHONE  
EMAIL  
AUN#  
HOUSE DISTRICT #  
HOUSE SENATE #