**FY24 Letter of Intent template (NOT to exceed one page, 11-point Arial font, 1-inch margins)**

**LOI One Page Layout:**

**Project Title:** Provide a title for your project, that starts with the acronym “MIP” (e.g., “MIP- Project title here”) title should not exceed 80 characters including spaces (MIP doesn’t count towards character count).

**Project Investigator(s):** List the Principal Investigator and Co-Investigators.

**Match Source Funding and Amount:** Provide name of the organization responsible for the match funding and dollar amount of the match.

**Sites:** List of Counties/Sites project will take place.

**Project Summary**

Provide a brief description of the project; the first few sentences should be a project goal/purpose statement. Include a statement of the problem(s) being addressed, a brief discussion on how you will address it, and how it relates to Michigan Medicaid practice or policy. This project should be addressing state-wide Medicaid issues beyond a single site or program (even if the project is being demonstrated in a single program as an “index” starting point of a larger initiative).

Specifically address the following:

* How does this project involve services delivery or enhancement for Michigan residents?
* What is the population you hope to serve, and approximately what proportion are receiving Medicaid?
* What sites, treatment, or care settings are involved and in what counties? (NOTE: The State strongly encourages involvement of sites outside of Washtenaw county)
* If the project is a renewal, provide the year the project was first co-funded through the Medicaid Match, and describe the additional sites involved in this current submission.

**Relevance to Medicaid**

Provide a brief description of why this is an important project to address improving Medicaid services or policies in the Michigan Department of Health and Human Services (MDHHS).

**Key Objectives (bulleted)**

List the proposed activities for the project, including implementation/evaluation methods, participants, and interventions or programs to be implemented, with priority reserved to the most important aims. Highlight your approach and whether there will be collaborations with other organizations and their roles.

**Outcomes (can be bulleted)**

Briefly describe outcomes for this project.