

**Email Subject Line: QA&I C3Y1 Conference Agenda & Guidelines – Insert Entity Name**

Thank you for your cooperation and participation in the Office of Developmental Programs’ (ODP) Quality Assessment and Improvement (QA&I) Cycle 3, Year 1 Review Process. As you’re aware, your organization’s QA&I Conference is scheduled for [**date/time of conference**] at [**conference location**]. Attached is a copy of the Conference Agenda for your review. In addition to the agenda topics, please note that the following documents will be reviewed onsite and should be readily available:

* [**List documentation the entity should have available during the onsite conference, if applicable**]

Should you have questions, please contact me at [**enter QA&I Reviewer contact information**]. Thank you in advance for your preparation for the QA&I Conference.