

GUIDANCE ON “LETTER OF INTENT TO APPLY” FOR 2015 CD FUNDS

As the application process for the 2015 CD funding has changed, the CD Office is providing this guidance on the new procedures. As always, if you have specific questions or would like more direction, you can contact CD staff up until August 1, 2014 and we will be happy to provide additional information.

This year, agencies or organizations interested in CD funding must first submit a “Letter of Intent to Apply” to request approval to submit a full application. The deadline to submit your Letter is **August 6st, 2014**. Letters can be submitted as a Microsoft WORD document or a scanned document and attached to an email sent to duluthcommdev@duluthmn.gov by 4:00 P.M. on August 6th. You will be sent a reply that the email was received by the City.

The Community Development Committee would like to encourage new approaches to serving the community, which implement “best practices” or replicate projects or programs that have proved successful in other cities. If you are an organization that has not received City of Duluth CDBG, HOME or ESG funds before, CD Staff will need to determine your eligibility to receive federal grants. Please contact the CD Office right away so we can schedule a time to meet before August 1, 2014.

Once the Letters of Intent are reviewed by the CD Committee, you will receive an invitation to submit a full application (deadline to submit August 29th, 2014), or notification that your request has been declined.

Letter of Intent to Apply Content:

Attached is an example of the format and content of an acceptable Letter of Intent. Please feel free to individualize your letter based on your proposed project or program. Key aspects are:

- Indicate whether your interest is CDBG, HOME or ESG funding, and the amount of funding.
- Include a one paragraph brief description of your project or program.
- The specific “High” priority from the Consolidated Plan Tables that you are addressing. A “High” will be funded sometime during the 5 year Plan. “Medium” priorities may be funded, but only if there is a compelling rationale. If you wish to apply for a “Medium” priority, you will need to explain your justification. You are encouraged to talk with CD Staff about the likelihood of funding for any “Medium” priorities. “Low” priorities will not be considered for funding. Table 2A and 2B are included with this Guidance.
- Indicate the specific “2015 Consolidated Plan Objective” that you are addressing. Note that only “High” priorities have objectives, so a “Medium” priority Letter will need to justify why it

should be funded (instead of indicating an objective). Again, you are encouraged to talk with CD Staff prior to submitting a Letter of Intent that addresses a “Medium” priority.

- Identify your target population.
- Provide statistical evidence for the need for your project / program.
- Explain the outcomes of your project / program, the benefits to participants and the wider community, and the measurements you will use to show success.
- Contact information for the person signing the Letter. This person should be authorized to apply for funding on behalf of the agency or organization.

Letter of Intent Format:

The first page of the Letter should be on the agency or organization letterhead, and the completed Letter is limited to two (2) pages. Use standard margins of one inch, and a minimum 12 point font. Do not include additional materials or attachments. Anything submitted beyond the two (2) pages of the Letter of Intent will be discarded and not reviewed.

Important Dates:

July 24th, 2014, Application Technical Assistance Session

August 1st, 2014, last day to contact CD staff with questions regarding Letter of Intent.

August 6th, 2014, 4:00 PM, deadline to submit Letter of Intent.

August 19th, 2014, CD Committee Letter of Intent review session.

August 29th, 2014, if invited to do so, deadline to submit a full application.

Resources:

Additional information is available on the Community Development page of the City’s website at www.duluthmn.gov/community-development. You can call the CD Office at 218-730-5480. CD Staff is available to discuss your proposed funding request, and you are encouraged to contact us to schedule a meeting before August 1st if you would like to meet in person.

Attachments:

Example of “Letter of Intent” format and content.
Consolidated Plan Table 2A and Table 2B.
City of Duluth FY 2015 CDBG/HOME/ESG Timeline.
2015 Consolidated Plan Objectives