



PY 2022-2023 CDBG PUBLIC SERVICES, ESG + HOPWA LETTER OF INTENT

A Letter of Intent (LOI) packet is required to submit a public services application **LOI packets should be submitted to DCHDServices@elpasotexas.gov** no later than **5:00 p.m. on Wednesday August 11, 2021**. No late LOI packets will be accepted. If selected, the Department of Community and Human Development will invite applicants to a mandatory training for further instructions on the full application process. Please ensure that all contact information is correct.

Refer to the 48th Year Policies and Procedures document for the tentative schedule that includes the target dates for the mandatory trainings. **Full applications are due Friday October 15, 2021**. Refer to the second page of this document for the attachments that must be submitted with the LOI and as part of the full application.

AGENCY NAME:	AGENCY ADDRESS:
PROJECT NAME:	CONTACT NAME:
PHONE NUMBER:	EMAIL ADDRESS:

SERVICE CATEGORIES: Select the service category/grant for which you are applying. Please submit a separate LOI for each project, with a single category marked for each submission. Only one set of attachments should be submitted.

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| <input type="checkbox"/> CDBG Children + Youth Services (category)
<input type="checkbox"/> CDBG Innovative Program Incubator
<input type="checkbox"/> CDBG Youth Summer Program (set-aside)
<input type="checkbox"/> CDBG Economic Development | <input type="checkbox"/> CDBG Seniors + Persons with Disabilities (category)
<input type="checkbox"/> CDBG Youth Recreational Afterschool Program (set-aside)
<input type="checkbox"/> CDBG Seniors + Disabled Physical Recreation Program (set-aside)
<input type="checkbox"/> HOPWA |
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PARTNERS/CONSULTANTS/CONTRACTORS: Do you intend to partner with an entity outside your agency to provide any services under the proposed project? **Note:** Applicants are required to submit the name(s) of their partner(s) when the full application is submitted.

Yes No

PROJECT SUMMARY: Describe how the proposed project aligns to the service category selected above. Describe the proposed project by including type of service(s) and target population. (200 words limit).

PROJECT ALIGNMENT: Please state how this project aligns with the City’s Strategic Goals **AND** the City’s Resilience plan. Please describe what the long-term outcomes of this project are (150 words limit).

**REQUIRED ATTACHMENTS FOR THE LOI DUE AUGUST 11, 2021
(MUST BE SENT ELECTRONICALLY)**

This section applies to all applicants:

- Audit covering a period ending on a date no earlier than January 31, 2020
- Documentation certifying active record status in System for Award Management (SAM) – refer to Attachment L

This section applies to non-municipal government entities and non-profit agencies only:

- Current organizational bylaws, including any amendments
- Current list of Board of Directors that is certified by Board President or Secretary

This section applies to non-profit agencies only:

- Current Articles of Incorporation, including any amendments
- IRS 501 (c) 3 certification letter
- Certificate of Status from the Texas Secretary of State – refer to Attachment K

IF SELECTED, ADDITIONAL ATTACHMENTS ARE REQUIRED FOR THE COMPLETE APPLICATION, DUE OCTOBER 15, 2021. REFER TO ATTACHMENT A – GENERAL COMPLETENESS CHECKLIST FOR MORE INFORMATION.

Signature

Print Name

Date