

46TH YEAR | PROGRAM YEAR 2020-2021

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 Friday, October 4, 2019.** 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 46th Year Policies and Procedures document for a schedule of the mandatory trainings. **Full applications are due December 2, 2019. See the back of this page for required attachments.**

AGENCY LEGAL NAME:	AGENCY ADDRESS:
PROJECT NAME:	CONTACT NAME:
PHONE NUMBER:	E-MAIL ADDRESS:

SERVICE CATEGORIES: Please submit a separate Letter of Intent for each project, with a single category marked. Only one set of attachments should be submitted per agency regardless of how many LOIs are being submitted.

- CDBG Incubator for New Services (only agencies that are not funded in the 45th year 2019-2020 may apply)
- CDBG Children + Youth CDBG Elderly + Persons w/ Disabilities Economic Development
- Youth Summer Program Youth Recreational Afterschool Program First Time Homebuyer Counseling
- Senior + Disabled Physical Recreational Program Emergency Solutions Grant
- Housing Opportunities for Persons with AIDS

PARTNERS/CONSULTANTS/CONTRACTORS Note: Applicants are required to submit the name(s) of their partner(s) when the full application is submitted.	Do you intend to partner with an entity outside your agency to provide any services under the proposed project? Yes No
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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 LETTER OF INTENT ARE DUE BY OCTOBER 4, 2019 AND SHOULD BE SUBMITTED TO DCHDSERVICES@ELPASOTEXAS.GOV.

- _____ IRS 501 (c) 3 Ruling Letter
- _____ Current Bylaws (any amendments)
- _____ Current list of Board of Directors
- _____ Audit covering a period ending on a date no earlier than January 31, 2018
- _____ Current Articles of Incorporation, including any amendments, or Certificate of Status from the Texas Secretary of State*

IF ELIGIBLE TO APPLY, THE FOLLOWING ATTACHMENTS WILL BE REQUIRED FOR THE APPLICATION PROPOSAL, DUE DECEMBER 2, 2019.

- _____ Zoning Verification Letter from City of El Paso Planning and Inspections Department
- _____ Activity/Partner Supplements for all partners and additional geographic locations (if applicable)
- _____ Assurance to Accept Grant Conditions and Terms
- _____ Assurance of Applicant Eligibility for Non-Profit Organizations
- _____ Assurance of Compliance with Ordinance No. 9779
- _____ ADA Letter of Assurance and Guidelines for Self Evaluation
- _____ Job Descriptions with Qualifications for positions requested for funding
- _____ Certificate of Status from the Texas Secretary of State*

Signature

Print Name

Date