**SAMPLE LETTER OF INTENT**

February 1, 2013

Ms. Katherine E. Blodgett

CD& R Programs Administrator

Arizona Department of Housing

1110 W. Washington, Suite 310

Phoenix, AZ 85007

RE: City of Anytown

 FY2014 CDBG Regional Application

Dear Ms. Blodgett,

The City of Anytown Arizona intends to apply for FY2014 CDBG RA funds for a street improvements project. Specific project information is as follows:

**Amount of Funds**: $150,000.00

**Project Name**: A and B Street Improvements

**Project Location**: North A and B Streets between 1st and 2nd Avenues in the Northeast section of the City of Anytown.

**Service Area**: Project Location is residential in nature therefore the service area is limited to the area covered by the project location.

**National Objective:** This project will meet the LMA National Objective as Anytown is a 65% Low-mod Income city.

**Beneficiaries:** 40 households consisting of approximately 128 persons of whom 83 are low-income.

**Project Administration:** General administrative activities will be handled by Anytown’s CDBG Coordinator – Suzie Q. Expert. Anytown will competitively procure an Engineer to complete plans and oversee construction. Anytown public works employees will provide all labor.

**Scope of Work:** Widen north A and B Streets from 1st Avenue to 2nd Avenue - from 24' to 36' for approximately 1000 linear feet on each street. Add curb, gutter and ADA cuts/ramps. Replace and/or mill approximately 1400 sq yd of asphalt. Materials: 9" deep aggregate base course, 7" of asphaltic concrete, chip seal, 36" underground pipe.

**Additional Funding:** Anytown will need an additional $150,000 to complete this project which will be provided thru an ADOT grant of $100,000 approved on January 15, 2014 and a commitment of Anytown general funds in the amount of $50,000 approved at council on January 20, 2014.

Should you have any questions or concerns regarding this proposed project, please contact

Susie Q. Expert, CDBG Coordinator at (928) 555-1000 or Susie.Q.Expert@myemail.gov

Sincerely,

Susie Q. Expert

Susie Q. Expert, CDBG Coordinator

City of Anytown

Cc: John B. Good, Mayor – City of Anytown