The Letter of Interest (LOI) has been revised into a pdf fillable form. These instructions are available to help you navigate through the form in the new format. Instructions also provide you with more detail as to what information CDBG staff and the Advisory Board are seeking in each of the questions asked. If you have questions navigating through this form, or about the intent of the question, please contact Kim Smith at ksmith@douglas.co.us or at 303-660-7347.

The LOI is reviewed by CDBG staff to determine if the proposal meets the U.S. Department of Housing and Urban Development eligibility requirements. After staff reviews your LOI, you will receive a Staff Analysis in the mail. This will inform you if your project is eligible to proceed to the application process. The analysis includes information that you need to be aware of based on the proposal you submitted. If staff determines that your proposal is not eligible, you will also be contacted by phone. This may allow staff to better understand your project and determine if there is a way to make the project eligible.

Eligible grant proposals must:
- Meet a HUD national objective and Douglas County priority, goal and objective
- Receive approval to submit the LOI from your governing body
- Demonstrate that adequate funding sources have been identified (leveraging funding sources is not required, but is recommended)

LOI Tips

1. It is critical to provide detailed and complete information in the LOI. Please review this instruction sheet thoroughly as you complete your application form.

2. Read the entire LOI prior to filling out the document.

3. Some questions require you to elaborate on information in an essay format. Please limit repetition of the same organizational or statistical information in more than one of your answers. Do not answer questions with "see above", or reference other answers in the application. Each question is specific and should be answered individually.

4. Submit one signed original and three hard copies of the LOI. Copies may be double-sided to save on paper and printing costs.

Navigational Tips
If you are a first-time user of a pdf fillable form, please visit our website or contact CDBG staff for navigational tips on completing this form.

Cover Page
Please select whether the form you are submitting is an original or revised form. If this is the first time you are submitting the LOI, select original. If you have revised the original LOI that you submitted, please select revised and provide the date.

The remaining fields are related to contact information, except for the last two.

CDBG Funding Request: Provide the dollar amount you are requesting from Douglas County's CDBG program.

Total Project Cost: Provide the dollar amount of the total project cost. This amount should match the amount entered on Attachment A: Project Expenditures, Letter D. Please note that Attachment A is not submitted with your LOI, but is required as part of the application if your proposed project is deemed eligible. The total project cost should include any leveraged funds, such as:
- Funds provided by the organization including staff time, volunteer time, operations, program administration, the organization's funding contribution to the program, etc.
- Any other grant sources (federal, state or local funds)
- The amount of CDBG funds you are requesting
- Donations expected
- Any other contributions not identified above that are providing funds to this project

LOI Questions
1. Click on the appropriate button to indicate the type of organization requesting CDBG funds. If the "other" button is selected, please explain your organization's classification. HUD requirements outline the types of entities or organizations that may be awarded CDBG funds. With limited exceptions, for-profit entities do not qualify. Douglas County must provide your legal status to HUD by requiring a non-profit or other type of certification from the IRS, which will be documented as Attachment P of the application.

2. Briefly explain your organization's program and the eligible residents who will benefit. Is the project you are applying for part of a larger program or under the umbrella of a larger program? For example, the Douglas County Housing Partnership may apply for down payment assistance, which one component of their Home Ownership Program. For this question, they would discuss the Home Ownership Program and all of the components of the program including down payment assistance.

3. Briefly summarize your proposal. How do you plan to use CDBG funds? Who will receive services? How will residents benefit? Will funds be used to expand services or support an existing program? How does your proposal support and compare to services currently provided by your organization? Describe the impact your proposal will have on residents you want to help. Explain if you will work in a specific area or jurisdiction. What do you plan to accomplish (provide food, personal home care for elderly residents, purchase land to build apartments for income-qualified residents, etc.)? It is important to include details on how the proposal will help meet the organization's goals and enhance the organization's mission. The answer to this question carries a high weight when the applications are scored during the evaluation process because it is key to understanding your proposal.

4. Click on the arrow on the right side of the field to see the three national objectives. The national objectives are: 1) Low- and moderate-income benefit; 2) Slum or blight; and 3) Catastrophic or urgent need. Of these national objectives, the one most commonly met is "low- and moderate-income benefit". Slum or blight is relevant only in areas designated by local governments as blighted. Catastrophic or urgent need applies only if there is a natural disaster such as a flood or forest fire. Click on the objective that fits your proposal and it should appear in the field.

5. Click on the arrow on the right side of the field to see the three secondary objectives. These three objectives are part of HUD's Outcome Performance Measurement System. Does your proposal 1) Create suitable living environments; 2) Provide decent housing; or 3) Create economic opportunities? Click on the objective that fits your proposal and it should appear in the field.

6. Click on the arrow on the right side of the field to see the three secondary objectives. These three outcomes are part of HUD's Outcome Performance Measurement System:

    a. **Availability/Accessibility**
    Availability/Accessibility applies to projects that make services, infrastructure, housing or shelter available or accessible to low- and moderate-income people, including persons with disabilities. Accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people.

    b. **Affordability**
    Affordability applies to projects that provide affordability in a variety of ways in the lives of low- and moderate-income people.

    c. **Sustainability**
    Sustainability is aimed at improving neighborhoods, helping to make them livable or viable by providing benefits to persons of low- and moderate-income, or by removing or eliminating slums or blighted areas.

    Click on the outcome that fits your proposal and it should appear in the field.

7. Click on the arrow on the right side of the field to see the five priority needs. These needs were identified through the 2014-2018 Consolidated Plan public outreach process. The four high priorities are: 1) Housing; 2) Public Services; 3) Public Facilities and Improvements; and 4) Economic Development. There is one low priority, which is infrastructure. Click on the priority need that your proposal is addressing and it should appear in the field.

8. This question identifies the local goals and objectives that are included in the 2014-2018 Consolidated Plan. Click on the radio button of the objective that your proposal is addressing.

9. Based on your previous selections, describe how your proposal addresses the national objectives and local priority, goal and objective. How do you plan to achieve the objective and outcome you selected? The narrative you develop is important in helping you think in terms of HUD's reporting requirements. Should your grant proposal be funded, the narrative may be used during the contracting process. As you type, the words will fill in the visible space available. Once you exceed that space, a scrolling bar with arrows will appear on the right side of the field. If you use the tab key, it will take your cursor to the next question, but it will expand the area so that you can review your answer in its entirety. Use your mouse to click back in the field and make adjustments as needed.

10. If awarded CDBG funds, a Subgrantee Agreement is signed between the CDBG program and the organization. Once all parties have signed the agreement, the organization has one year to complete the project before the agreement expires. Does your organization have the staff and capacity to complete the project within one year? If not, why do you think the project cannot be completed in one year?

Questions 11 and 12 only need to be completed if your project involves construction.

11. Is the site location zoned for the intended use that you are proposing? For example, if you are making modifications to a building that will be used as a food bank, does the zoning allow a food bank in that area? Contact the Planning Department in the jurisdiction that the property is located to determine the zoning.

12. Have you contacted the jurisdiction regarding your proposal to learn what will be needed throughout the construction process (rezoning, permits, etc.)?

13. This question has five parts:

   a. Identify the percentage of the project that will be paid for with CDBG funds.
   b. Identify the percentage of funds that your organization is contributing to the project. This percentage should include staff time, volunteer hours, operating costs and fundraising dollars. This percentage should be based on the dollar amount that will be included in Attachment A: Project Expenditures, Letter B in the application.
   c. Identify the percentage of funds that other sources are contributing to the project. This percentage should include funds from corporations, foundations or other governments, as well as other grants received and donations. This percentage should be based on the dollar amount that will be included in Attachment A: Project Expenditures, Letter C in the application.
   d. Please list the names of the organizations that make up the "other sources" providing funds in the 3rd part of this question. For example, $500 in donations from New Hope Presbyterian Church, $10,000 from The Denver Foundation, etc.
   e. Are funding partners committed to this project? Please indicate yes, no or other. If your response is other, please explain why? For example, maybe five of seven partners have committed to the project. You may select "other" and include that information in your explanation.