

State of Maine  
Community Development  
Block Grant Program



**2024 Housing Assistance Grant Program**  
**Letter of Intent to Apply**  
**Due at DECD on or before March 22, 2024, 4:00 p.m.**

Letters of Intent may be submitted via email to: [ocd.loi@maine.gov](mailto:ocd.loi@maine.gov)  
Please enter “HA LOI” in the subject line.

All communities wishing to apply for a 2024 Housing Assistance Grant must use this Letter of Intent to document compliance with requirements established by Title I of the Housing and Community Development Act of 1974, as amended and the State of Maine CDBG program. Applicants who submit a completed and approved Letter of Intent will be notified by OCD that they are eligible to submit a final application. Eligibility to submit a final application does not imply final project approval or funding. **Funds will not be available until after July 1, 2024.**

**A. APPLICANT ELIGIBILITY**

**1. Legal Applicant:**

Applicant:		Phone:	
Address:		Fax:	
City, ZIP:		E-Mail:	
Chief Official:			
Grant Year of Last CDBG Housing Assistance Award: (This includes any multi-jurisdictional awards that the community benefitted from)		<b>OCD Consultation Required</b>	
		(name & date):	
Applicant UEI (please visit <a href="http://www.sam.gov">www.sam.gov</a> ) #:			
Name and contact information for Developer overseeing the project			
Address:		Phone:	
Town/City:		E-Mail:	

**2. Applying on Behalf of Sub-Grantee (if applicable): (e.g.: Non-Profit Housing Developer)**

Sub-Grantee:		Phone:	
Address:		Fax:	
City, ZIP:		E-Mail:	
Agency Rep:		Title	

**3. Engineer/Architect consulted for project & providing cost estimates (if applicable):**

Name:		Phone:	
Firm:		Fax:	
Address:		E-Mail:	
City, ZIP:			

**B. CATEGORY**

Place an "X" to the left of the HA category for which this Intent to Apply is being made:

<input type="checkbox"/>	<b>1. Existing Multi-Family Housing Rehabilitation</b>
<input type="checkbox"/>	<b>2. Conversion of non-residential structures to Multi-Family Housing</b>

**C. PROJECT INFORMATION**

Provide a clear, concise description of the proposed project using the space below. The scope of work should be very specific in identifying how the CDBG money will be used in meeting a National Objective of benefiting low-to-moderate income people.

<b>1. Will the project impact a Floodplain? YES <input type="checkbox"/> NO <input type="checkbox"/></b>
<b>2. Will the project impact a historic property YES <input type="checkbox"/> NO <input type="checkbox"/></b>

**D. COST ESTIMATES & PROJECT FUNDING**

Provide the estimated project cost, amount of CDBG funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds. All applicable construction estimates should be prepared by the Engineer/Architect (from section A-3). Consider the inflation rate in relation to the anticipated starting date of the project and applicable DAVIS/BACON wage rates as they apply to construction costs for projects over 7 units.

Total Estimated Project Cost:	\$	CDBG Request:	\$
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Funding Source	Amount	Date Secured
<b>TOTAL:</b>	<b>\$</b>	

# Applicant Certifications

- a. To the best of my knowledge and belief, the information in this Letter of Intent and all attached documentation is true and correct.
  
- b. This pre-application complies with all applicable State and federal laws and regulations; and
  
- c. With the exception of administrative or personnel costs, verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or sub-recipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities, per 24 CFR part 570.611.
  
- d. Approval of this Letter of Intent by OCD to submit a final application does not imply final project approval or funding.

Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year