

This Letter of Intent form must be submitted by any agency interested in proposing a project to be located in suburban Cook County (excluding Chicago) for funding under the 2015 HUD Continuum of Care NOFA. A Letter of Intent is required for all projects to be submitted, but a Letter of Intent does not obligate you to submit a proposal. **Letters of Intent must be submitted by Friday, June 16th, 2015 before 5:00 p.m.** Use the "Submit" button at the end of this form. For questions, please call Jennifer Hill at 708-236-3261 ext. 01.

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1. This LOI is for a
- Renewal project
 - New project
 - Expansion of an existing project
 - "Swap" of funds from existing project

2. Provide the Following Information:

Name of Applicant / Recipient

Name of Subrecipient(s), if any (formerly known as Project Sponsor)

Program Name

Project Component

- Housing Assistance Type
- Leasing
 - Rental Assistance - Tenant
 - Rental Assistance - Sponsor
 - Rental Assistance - Project
 - Leasing & Rental Assistance
 - Other

Applicant Contact Person
This person will be notified that the form is submitted.

Applicant Phone Number
Area Code Phone Number

Contact E-mail
This is the email address that the submission confirmation will be sent to.

Applicant Address with City, State and Zip

Project Address (if applicable) with City, State and Zip

Project Address is Confidential Yes No

Additional Contact Person (optional)

Additional Contact E-mail

This project is in good standing with HUD Yes No

3. Program Type

- Permanent Supportive Housing / Leasing (scattered apartments)
- Permanent Supportive Housing / Rental Assistance (scattered site)
- Permanent Supportive Housing / Project Based (one site/building)
- Permanent Housing / Rapid Re-Housing
- Transitional Housing / Rolling Stock (scattered apartments, graduates may stay in apartments)
- Transitional Housing / Leasing-Temporary (scattered apartments, graduates must move out)
- Transitional Housing / Project Based (one site/building, graduates must move out)
- Safe Haven
- Supportive Services Only (no housing)

For question 4 below: If you are considering making changes to your project or budget, please explain them in detail. These changes may include cutting unused funds to make them available to reallocate to new permanent supportive housing in suburban Cook County, adding or removing a partner, changing subpopulation targeting, or making adjustments in response to HEARTHrelated changes. Generally speaking, you can not otherwise change your budget through the NOFA; those changes must happen through grant amendment with HUD. **Remember, if you are expanding a project or “swapping” funds from a TH project to fund a PSH project, you must submit a New Project LOI for those projects in addition to this renewal LOI.**

4. Proposed Changes to the Project

5. Was this project combined with another Continuum grant within the past 4 years? Yes No

To complete question 6 below please choose the budget term and then fill in the spreadsheet. Use your TAB key to move between cells. Totals in Column D, Row 10 and Row 12 will be calculated for you **if you press tab without editing the contents of the field**.

Do Not Use Commas or symbols in the spreadsheet or it will not calculate your totals correctly.

Choose Budget Term

	A	B	C	D
1	Project Activities	CoC Program Funding	Cash or In-Kind Match	Total Estimated Budget
2	Acquisition (New)			0
3	Rehabilitation (New)			0
4	New Construction (New)			0
5	Leasing			0
6	Rental Assistance			0
7	Supportive Services			0
8	Operations			0
9	HMIS			0
10	Subtotal	0	0	0
11	Administration*			0
12	Total	0	0	0

***The CoC program funding column in this budget must match the Grant Inventory Worksheet (GIW), minus any funds being cut for reallocation.

*Administration may not exceed 7% of subtotal.

7. Complete the chart with information about the three most recently completed grant terms for each project within your recently combined grant. If the

grant term for a project just ended in April, May or June of 2015 and you have not completed the APR for that grant term, you may choose the 2014 end date as your most recently completed grant term.

Grant Recapture Worksheet

Grant Number	End Date	Renewal or Initial	Grant Amount Awarded	Unused/Recaptured Amount
<input type="text"/>	June ▼ 06 ▼ 2015 ▼	Please Select ▼	<input type="text"/>	<input type="text"/>
<input type="text"/>	June ▼ 06 ▼ 2015 ▼	Please Select ▼	<input type="text"/>	<input type="text"/>
<input type="text"/>	June ▼ 06 ▼ 2015 ▼	Please Select ▼	<input type="text"/>	<input type="text"/>
+				

Grant Recapture Worksheet Guide	Grant Number	End Date	Renewal or Initial	Grant Amount Awarded	Unused/Recaptured Amount
	What is the grant number for this project?	What is the end date of the grant term.	Was this the initial grant period or is it a renewal year?	What was the grant amount awarded?	How much of the grant was unused or recaptured by HUD?

3 Year Recapture Average: Calculate the average unused dollar amount from the three most recently completed renewal grants. If the grant has only renewed twice, average those two recaptured amounts. If the grant has only renewed once, enter the recapture amount from the single renewal. If the grant has not yet renewed, enter a zero. If the grant is a combination of more than one previous grant, add all the unused amounts together from the last 3 years' worth of renewals for all of the grants, and then divide by 3.

3 year recapture average

2015 Maximum Renewal Amount: This will be the same as the Annual Renewal Amount in the 2015 Grant Inventory Worksheet. The Grant Inventory Worksheet is available at www.suburbancook.org/hofa.

2015 Maximum Renewal Amount

Planned Renewal Amount: The Alliance encourages grantees to apply for a renewal amount that is equivalent to their Maximum Renewal Amount minus the 3-Year Recapture Average. Applying for this lower amount will allow you to receive full points for the recapture section of the ranking tool. What is the renewal amount you intend to apply for in the 2015 competition?

Planned Renewal Amount