

Dear Community Legacy Coordinator:

The Community Legacy (CL) Program hopes to maintain a close working relationship with its awardees to help ensure that awardees are investing time and resources into developing applications for projects that best meet the requirements of the CL Program. Therefore, the CL Program requests that prospective applicants submit a Letter of Intent (LOI) as the first part of the application process describing their potential projects prior to submitting a full application for Fiscal Year 2010.

In FY 2010, the CL Program has \$4.2 million in Capital funds and \$250,000 in Operating. All prospective applicants for 2010 funds from the Community Legacy Program **must** submit a LOI for all prospective projects prior to submitting a formal application. The submission and review of the LOI enables a prospective applicant to vet their project ideas with a CL project manager, who can then identify opportunities to enhance elements of the proposed project for an increased chance of success in the competitive award process. Your CL Project Manager may request additional information after submission of your LOI. Expression of interest in a project or proposal should not be construed as an indication of forthcoming award approval. The LOI **must** be emailed to Kevin Baynes, Director of Community Programs, at baynes@mdhousing.org by close of business June 15, 2009. If you have any questions, please feel free to contact Kevin Baynes at 410-209-5823.

After the submission of the LOI on June 15th, please plan to attend the Community Legacy Program application training sessions that will be scheduled for early July. This schedule will provide applicants a month to submit the LOI, and after a couple weeks of feedback, a month to submit the on-line application with the deadline of July 29th.

The following is a short list of tips that can help with your project development and potential application:

- 1) Is your project in your CL Plan? Make any updates if needed.
- 2) Prepare Early - Initiate a meeting with all of your partners.
- 3) Establish Memorandum of Understanding (MOU) with partners before the award.
- 4) Establish who is responsible for writing the application or gathering information.
- 5) Establish realistic timelines for the completion of the program/project.
- 6) Work on a realistic budget for the program/project.
- 7) Assess and identify all the sources and uses that can assist with the overall budget.
- 8) Plan to get your local resolutions early from your respective areas.

In addition to the priority considerations - Main Street Communities, Transit Oriented Development and BRAC, we are also adding **GREEN** projects to our list. Below you will find a couple links that can help applicants with incorporating "Green Elements" into their revitalization projects. For more details, please see:

Smart Green & Growing - www.green.maryland.gov

Enterprise Foundation - <http://www.greencommunitiesonline.org/green/offset/>

The U.S. Green Building Council - <http://www.usgbc.org/>

**COMMUNITY LEGACY PROGRAM
LETTER OF INTENT**

1. **Prospective Applicant:**
2. **Community Legacy Area:**
3. **Contact Name:**
Contact Title:
Address:
Phone: _____ **Email:** _____
4. **Proposed Project Title:**
5. **Requested Amount/Estimated Total Project Cost:**
6. **Type of Project: (Check One)**
 Residential Commercial Recreational Infrastructure Other
7. **Description of Project:** Briefly describe the basic elements of the project. How will it be developed and/or operate, expected impact, and other similar factors? Identify organizations that are expected to be important partners. Specify the role(s) each partner will play. How is the proposed project related to the goals of the area's Community Legacy Plan?
8. **Proposed Timeline:** Identify the steps necessary to perform the project. In the future, the CL Award agreements are for a 2 year time frame. Will the proposed project be ready to proceed December 31, 2009 and will the grantee expend 1/2 the award amount after the first year?
9. **Estimated Total Projects Costs:** Please complete the attached budget. Also describe the uses and sources in the budget summarizing the anticipated costs of the major components of the project. List anticipated contributions, both in-kind and monetary, of all feasible funding sources identified for the project and what funds are committed and what funds have or have not been requested.

CL 2010 USES AND SOURCES BUDGET							
USES of Funds by Activity	CAPITAL	OPERATING	Applicants Contribution	Name of Other Sources	Amount	Total by Activity	Committed or Requested
Studies							
New Construction							
Rehabilitation							
Project Admin							
Other:							
Other:							
Other:							
Totals							