

Letter of Intent Example

Project Name: Cleaning, Greening, and Repairing the Southeast Community

HCD Eligible Community: Southeast

Proposal Summary: HCD funding will be used to advance the Southeast Revitalization Plan by implementing three key recommendations/actions outlined in the plan: 1) building new affordable rental housing, 2) repairing existing housing stock, and 3) revitalizing vacant lots. These projects will address multiple community-identified goals outlined in the Southeast Revitalization Plan, including increasing access to high-quality and affordable housing, increasing public safety, reducing crime, and increasing access to green spaces.

Total Estimated Request Amount: \$71,500.

Strategies, Expected Impacts, & Estimated Request Amounts:

Strategy Name	Strategy Description	Impact	Estimated Request Amount
What are the main strategies/sub-projects?	How will you do it?	How will it affect the community?	How much will you seek from HCD?
Develop Rental Housing	Oversee management of 6 existing rental housing units and construction of 9 new rental housing units	Increase access to affordable rental housing	\$16,500 (0.25 FTE project manager)
Repair Housing	Partner with local organizations to provide housing repairs and accessibility modifications to 6 low-income households	Improve quality of housing stock	\$30,000 for repair subcontracts + \$10,000 for staff (0.2 FTE project manager)
Revitalize Vacant Lots	Transform 2 vacant lots into a community green space, providing a safe outdoor space for recreation and enjoyment	Improve access to green spaces Improve public safety	\$5,000 for lot cleaning/greening + \$5,000 for staff (0.1 FTE project manager)