EXAMPLE LETTER OF INTENT

{USE OFFICIAL MUNICIPAL or TRIBAL GOVERNMENT LETTERHEAD}

{Month ##, 2025}

Susan Nickerson, CCCFF Coordinator

Nebraska Department of Economic Development

245 Fallbrook Blvd, Ste. 002

Lincoln, NE 68521

RE: Letter of Intent to Apply

{2025} CCCFF Application Cycle

Dear Ms. Nickerson:

This letter is formal notice to the Nebraska Department of Economic Development that the {City/Village of Anytown} intends to apply for an award through the Civic and Community Center Financing Fund program. After reviewing the CCCFF Application & Program Guidelines, we are aware that, if awarded, CCCFF monies cannot account for more than fifty percent (50%) of total project costs and costs incurred prior to an award are ineligible. In addition, the {City//Village} has a general accounting system in place to track project costs and expenditures.

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| --- | --- | --- | --- |
| **CCCFF Application Summary** | | | |
| **PROJECT/APPLICATION NAME** | *{ex:"Anytown Memorial Library Construction ", “Anytown Old Opera House Conversion Planning”}* | | |
| **PROJECT TYPE** *(select one)* | | | Planning  Construction |
| **HISTORIC PROPERTY ACKNOWLEDGEMENT** *(select one)* | | **YES**, project involves one or more properties **50 years old or older**  **NO**, project does NOT involve properties 50 years old or older | |
| **ESTIMATED TOTAL PROJECT COST** | | | *{$ESTIMATE}* |
| **ANTICIPATED CCCFF GRANT REQUEST AMOUNT** | | | *{$ESTIMATE}* |

In submitting this letter of intent, we understand and acknowledge the following statutory requirements, which are discussed in the CCCFF Application & Program Guidelines:

1. Our Project conforms with one or more of the defined eligible facilities.
2. Our Project conforms with the ownership and location requirements.
3. Where a Project involves a property (or properties) that are 50 years old or older, applicants to the CCCFF program must submit the Historic Properties/SHPO Compliance Form to be eligible for an award of state aid. If not attached to this letter as an Enclosure, this form will be submitted with our full application.
4. A municipality or tribal government applicant may only receive one grant of each type (planning or construction) in any two-year period.
5. The amount of our anticipated grant request falls within the applicable award floor and award ceiling for the type of grant being requested.

Should any of our Project information change between the date of this letter and our full application, those details will be so noted upon its submission.

Sincerely,

{Printed Name, Title}

Chief Elected/Authorized Official

CC: {Local Project Contact Name, Title}

Enclosure(s): SHPO Form {required for all applications involving historic property(ies)}

***End of Template.*** *The following instructions and submission information are included as a reference and should be deleted in full by the person preparing this letter on behalf of the applicant entity. The preparer should not change any of the text that appears in the above letter template except for the bracketed information* ("{*sample*}") and instructions.

**INSTRUCTIONS:** the above template and sample text represents (1) the minimum information an applicant to CCCFF should submit and (2) key acknowledgements regarding compliance with the program requirements. Please note:

* In preparing the LOI, applicants must use official letterhead and shall replace the bracketed information ("{*sample*}") with the appropriate information as it relates to their Project.
* Special Instructions for Project Name: Use Municipality or Tribal Government name, description of the project, and indicate planning or construction. For example, if Anytown is applying for construction of a new public library, the response might be "Anytown Memorial Library Construction ", or if Anytown is applying for a planning study to convert an existing vacant building into a community theatre, the response might be "Anytown Old Opera House Conversion Planning".
* **LOI are signed by the CEO or Authorized Official of the applicant entity, this is the same individual that has the authority to enter agreements on behalf of the applicant entity.**
* The original copy of the signed LOI should be retained within the applicant's files.
* Applicants do not need to mail the LOI.
* Enclosures may or may not be required, please consult the Application & Program Guidelines, and submit the applicable enclosure(s) with your LOI (***recommended***) or be prepared to submit at the time of Full Application (***required***).

**SUBMISSION INFORMATION:** LOI are submitted via AmpliFund along with a “Pre-Application”. Applicants must submit their LOI via the AmpliFund Application Portal.

* On the CCCFF webpage, DED will publish a direct link to the Pre-Application no less than 15 days before the due date.
* A direct link to the Full Application becomes available no later than January 15.

Application due dates are published on DED's [CCCFF webpage](https://opportunity.nebraska.gov/programs/community/cccff/). To be considered for an award, applicants shall submit a Pre- and Full Application using the AmpliFund system. Applicants should give careful review of the Statutory Thresholds, which are included in the CCCFF Application & Program Guidelines.