

{Place on Official Letterhead}

## LETTER OF INTENT TEMPLATE

{See Instructions and Submission Information below.}

{Date}

Christina Zink, Housing Program Manager  
 Disaster Recovery Division  
 Nebraska Department of Economic Development  
 245 Fallbrook Blvd, Ste. 002  
 Lincoln, NE 68521

RE: **2023 HPP Letter of Intent**  
*CDBG-DR Affordable Housing Construction Program (DR-4420)*

Dear Ms. Zink:

On behalf of {Name of Applicant Organization}, we submit to the Nebraska Department of Economic Development, Disaster Recovery Division this letter of intent to apply for funding from CDBG-DR Affordable Housing Construction Program through the Homeownership Production Program (HPP).

{Insert any additional introductory or explanatory information about your project here. This does not need to repeat any of the information listed in the table below.}

2023 Homeownership Production Program (HPP)		
1	Name of Applicant	
2	Contact Name	
	Contact Role in Proposed Project	
	Contact Mailing Address	
	Contact Phone	
	Contact Email	
3	Amount of HPP funds to apply for	Up to \$
4	Site Location(s) or Project Area (Attach Site Review Forms if sites are known)	
5	Project Activities to be included	
6	Mitigation and Green Building Standards Election	
7	Describe Applicant's experience (board and staff) in adhering to state and federal funding requirements	
8	List Any Other Funding Sources	

Signed,

[Authorized Signature]

{Printed Full Name of Authorized Signatory}  
{Title of Authorized Signatory}

**{INSTRUCTIONS}**: update bracketed information [{"example}"] and complete the table as it appears. Do not add additional rows to the table. If you have additional information not listed in the table, you may include it in the body of the letter so noted. The fields listed in the table represent the minimum information an applicant to HPP should be prepared to submit. In preparing the LOI, applicants must use official letterhead. LOI is signed by the CEO or Authorized Official of the applicant entity. The original copy of the signed LOI should be retained within the applicant's files. Do not mail the LOI. In its review of the LOI, DED should be able to determine *what* you are building, *where* you are building and *how* you are building.

**SUBMISSION INFORMATION**: LOI are submitted via email to Christina Zink, Disaster Recovery Housing Program Manager at [christina.zink@nebraska.gov](mailto:christina.zink@nebraska.gov). To be considered for an award, applicants shall submit an LOI via email and the Full Application. using the AmpliFund system.}

