City of Bloomington
Housing and Neighborhood Development

August 15, 2004

Dear Agency Director:

The City of Bloomington is again beginning the Community Development Block Grant allocation process. If your agency is interested in applying for funding you must submit a "Letter of Intent" by **4:00 p.m. on September 23, 2005.** The full application is due in the HAND office no later than **4:00 pm on December 2, 2005.**

The letter of Intent should include the following:

1. Name of the Organization, including contact person

2. Type of Organization
   A. Public Agency
   B. Not-for-Profit

3. A copy of your agency's 501(c)3 incorporation papers

4. Name of Program to be funded including a brief description (Note: a separate Letter of Intent must be submitted for your Physical Improvements and Social Services applications)

5. Amount Requested
   A. $3,000 is the minimum and $25,000 is the maximum request amount for Social Service Applications
   B. $10,000 is the minimum for site improvements and $5,000 is the minimum for site design and planning for Physical Improvement Applications

6. Intended Use of CDBG funds
   A. Salaries
   B. Operating Expenses
   C. Specific Assistance to Individuals (Explain)
   D. Acquisition and disposal of real property
   E. Public facilities and improvements including acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements
   F. Clearance
   G. Homeownership assistance
   H. Microenterprise Assistance
   I. Eligible rehabilitation and preservation activities, including historic preservation and lead-based paint hazard and reduction
   J. Eligible special economic development activities
   K. Special activities by Community-Based Development Organizations
   L. Other (Explain)

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Rental Inspections: (812) 349-3420
Neighborhood Division: (812) 349-3421
Housing Division: (812) 349-3401

We will hold two training sessions to review the application and CDBG requirements. Your agency is required to attend one of these meetings. Please see attached calendar for dates and times. If you have any questions concerning a Social Service application please contact Marilyn Patterson at 349-3577. Questions on a Physical Improvement Application should be directed to Bob Woolford at 349-3401. If you have general questions or comments on this process feel free to call me at 349-3420.

Sincerely,

Susie Johnson

Susie Johnson
Executive Director