

**SHELBY URBAN COUNTY
LETTER OF INTENT (LOI) TO APPLY
PY 2026 CDBG FUNDING**

DEADLINE FEBRUARY 25, 2026 (5:00 PM CST)

Submit Letters of Intent via email to: cdbg@shelbyal.com

Please enter “Letter of Intent PY 2026” in the subject line.

Eligible applicants wishing to apply for an estimated \$878,552 in PY 2026 CDBG funding shall use this form to notify the County of proposed project(s). The service area shall be wholly within the Shelby Urban County. An eligible applicant who submits a completed LOI will be notified as soon as possible that its proposed project is either eligible or not eligible. An applicant who is notified that its proposed project is eligible may submit its application. If staff is unable to determine whether a proposed project is eligible, the applicant may still submit its application with the understanding the project may still be found to be ineligible prior to project selection.

SECTION 1: APPLICANT

ENTITY NAME:

CHIEF OFFICIAL:

TITLE:

EMAIL ADDRESS:

SECTION 2: PROJECT

PROJECT:

SITE ADDRESS:

COUNTY:

ESTIMATED TOTAL COST: \$

LOCAL MATCH AVAILABLE: \$

SOURCE OF LOCAL MATCH:

SECTION 3: NATIONAL OBJECTIVES (select one)

BENEFITING LMI PERSONS

PREVENTING OR ELIMINATING BLIGHT

SECTION 4: SHELBY URBAN COUNTY GOAL (select one)

INFRASTRUCTURE

ECONOMIC DEVELOPMENT

PUBLIC FACILITIES

AFFORDABLE HOUSING

PUBLIC SERVICES

FAIR HOUSING

SECTION 5: PROJECT DESCRIPTION

Describe your proposed project succinctly but clearly. Define the five W's --What, When, Where, Why & Who. What is the project? When will the project be up and running? Where will the project be? Why is the project needed? Who and how many LMI persons will benefit? (*Attach additional pages if needed*)

SECTION 7: SIGNATURES

I declare that to the best of my knowledge that data herein is true and correct.

Approved by:

(Signature)

Date:

(Print/Type Name)

LETTER OF INTENT INSTRUCTIONS

The potential applicant should read over the Program Year 2026 Application Handbook. Eligible applicants must be either a governmental unit that is a participating member of the Shelby Urban County, or an incorporated non-profit organization with 501© (3) tax-exempt status. The project or the activity's service area shall be wholly located within the geographic boundaries of the Shelby Urban County. The geographic area does not include the Shelby County portions of the following cities: Birmingham, Hoover, Leeds, and Vestavia Hills.

SECTION 1: APPLICANT

The legal name of the entity shall be placed in the space for Entity Name. The name of the Chief Elected Official or Board President and title shall be placed in the spaces for Chief Official and Title, respectively. Their emails shall be placed in the Email Address space.

SECTION 2: PROJECT

The proposed name of your project shall be placed in the space for Project. The **physical** address of the project shall be placed in the space for Site Address, and the County the project will be located within placed in the space for County. Specific street address, address range, or parcel number may be used. The estimated total cost of the project shall be placed in the space for Estimated Total Cost. As local matches are required, place the maximum local match available in the space for Local Match Available, and place where the match will come from – such as general fund or loan -- in the space for Source of Local Match.

SECTION 3: NATIONAL OBJECTIVES

Which National Objective does your project most align with? Select only one.

SECTION 4: SHELBY URBAN COUNTY GOAL

Which Goal does your project meet? Select only one.

SECTION 5: PROJECT DESCRIPTION

Describe your proposed project succinctly but clearly.

SECTION 7: SIGNATURES

The Chief Official or Board President shall fill out this section.