

## **Letter of Support Request**

A Letter of Support (LOS) from the Mayor's office is used to support the credibility of a project and its viability to support the vision of the administration. A LOS is typically requested to support businesses and organizations in securing grants or other forms of support. For the City to best support your project, we must understand the project's estimated impact, not only in an economic sense but socially as well.

The process for requesting a LOS includes completion of the preliminary project form below and submission of any supporting documentation such as visuals including maps, conceptual drawings, renderings, and financials or proof of capital stack if the project is concerned with housing or economic development.

Please ensure that your Letter of Support, Letter of Support request, and all supporting materials are submitted via email to **Mayor@youngstownohio.gov**. Your comprehensive submission will enable us to assess and advocate for your project with the utmost diligence and effectiveness.

### **Preliminary Project Form**

#### **Support Details**

- 1) To which grant and granting entity are you applying?
  
- 2) To whom should the letter be addressed?
  
- 3) How much money or what type of support are you requesting?
  
- 4) Deadline for LOS

#### **Project Details**

- 5) Project name
  
- 6) Address or parcel no. and ward where the project takes place
  
- 7) Ownership status of the property. You are:
  - Owner
  - Tenant
  - Pursuing purchase of property
- 8) Describe your proposed project in 4-6 sentences. Include the intended activities, social and or economic impact, and scope of the project.

9) What community need(s) does your project address and how does your project align with the other planning efforts?

10) Please explain how you have or intend to engage the community around your project.

11) How will your project be catalytic in the City of Youngstown?

12) What City of Youngstown initiative (if any) does your project support?

13) Describe all community partners that are involved in the project and how they are involved.

14) Select all your project is concerned with:

- Property acquisition
- Building construction
- Building rehabilitation
- Building retrofit
- Programmatic

**Economic Development/Real Property (complete this section if your project is concerned with real property (acquisition, construction, rehabilitation, or retrofit))**

1. Is your project considered an economic development project?

Yes                      No

2. If yes...

- Estimated economic impact.
- Estimated number of new jobs your project will create. (State N/A if you do not know.)
- Estimated number of retained jobs. (State N/A if you do not know.)
- Will your project result in the loss of any jobs? If yes, state how many and how you intend to remedy lost jobs.

3. Select all uses that apply to your project.

- Office
- Retail
- Restaurant
- Residential
- Storage
- Coworking
- Educational/training
- Other

4. Is the applicant (you) the primary user of the property?    Yes                      No

- If no, do you have anchor tenant(s) identified?

5. Please email proof of capital stack to Stephanie Gilchrist at [sgilchrist@youngstownohio.gov](mailto:sgilchrist@youngstownohio.gov) (if applicable).

**Community Development/Housing (complete this section if your project will create more housing or dwelling units in the City of Youngstown)**

1. Briefly describe the type of housing you are creating and for whom the housing is intended.
2. How many dwelling units will be created (please subtract any units that will be lost)?
3. How many new units will be affordable housing, and for what Area Median Income (AMI) level is the affordable housing intended? Write N/A if your project does not include affordable housing.

**Planning Project (complete this section if your project is a planning project)**

1. Describe the planning activities you will undertake.
2. Describe the intended deliverable, its practical application, and how it will benefit the City.
3. Describe any plans or strategies yours will enhance.
4. Please include a map of the project area you will be planning for. Email to [Mayor@youngstownohio.gov](mailto:Mayor@youngstownohio.gov) with all enclosed forms.