

**Passaic County Open Space, Farmland, and Historic Preservation Trust Fund  
LETTER OF INTENT SAMPLE**

Kelly C. Ruffel, Director  
Department of Cultural & Historic Affairs  
County of Passaic  
199 Totowa Road  
Wayne, NJ 07470

Re: Notice of Intent to Submit a HISTORIC PRESERVATION application to the PASSAIC COUNTY OPEN SPACE, FARMLAND, AND HISTORIC PRESERVATION TRUST FUND GRANT PROGRAM

Ms. Ruffel:

I am submitting this letter to notify the Passaic County Open Space, Farmland, and Historic Preservation Advisory Committee of **(municipality or organization)**'s intent to submit a Historic Preservation application to the FY2022 *Passaic County Open Space, Farmland, and Historic Preservation* grant program. The project area includes **(include geographic description of area)**. The project includes the following work items: **(summarize the scope of work)**.

I/we am/are requesting a site visit prior to the beginning the application process for this project. **(optional)**

The total estimated cost of the project is \$ **(estimated cost)**, which includes \$ **(estimated grant request amount)** of County Open Space funds and \$ **(estimated local match amount)** in local match. The local match source is **(describe local match package)**.

*(If awarded a grant in 2020/21, please provide a status update on the project's progress).*

Sincerely,

**XXXX**