LETTER OF INTENT

Department of Community & Economic Development
Governor's Center for Local Government Services
Commonwealth Keystone Building
400 North Street, 4th Floor
Harrisburg, PA 17120-0225
ph: 888-223-6837 | fax: 717-783-1402

This Letter of Intent is submitted to the Governor's Center for Local Government Services to request technical assistance. By submitting this request, the municipality agrees to cooperate with the Center.

The governing body must approve this request for assistance by motion prior to submission. No resolution is required.

Complete and return the form either by mail or fax. Center personnel will evaluate the request to determine the level of assistance. The contact person designated below will receive all future information regarding this request.

PLEASE COMPLETE THE FOLLOWING

Type of technical assistance being requested:

☐ Regional Police Consolidation　　　　　　　☐ Finance
☐ Police Management　　　　　　　　　　　　　☐ Public Works
☐ Fire & Emergency Services　　　　　　　　　☑ Administrative/Secretary
☐ Council of Governments/Intergovernmental Cooperation　　☐ Home Rule
☐ Land Use Planning　　　　　　　　　　　　　☐ Boundary Change
☐ Uniform Construction Code　　　　　　　　　☑ Other HUD grant support

Are you currently a part of any intergovernmental agreement?　　☐ Yes　☑ No

If yes, describe briefly: _____

Description of Project: Due to significant staff turnover, techincal support is needed to adquately train HUD staff in the core HUD programs and to create the standard operating procedures to insure compliance.

CHIEF ELECTED OFFICIAL (PRINT)

~~23-2248358~~

Municipality: City of Allentown　　　　　　Federal ID#: 23-6003116

County: Lehigh

Name: Matt Tuerk　　　　　　　　　　　　　Title: Mayor

Municipal Address: 435 Hamilton Street

Allentown, PA 18101

Signature: _____　　　Date: 8-31-23

CONTACT PERSON

Name: Vicky Kistler　　　　　　　　　　　　Title: DCED Director

Address: 435 Hamilton Street

Allentown, PA 18101

Phone: 610-437-7610　　　　　　　　　　　Fax: _____

E-mail: vicky.kistler@allentownpa.gov

SIGNATURE AND VERIFICATION

I hereby certify that the governing body, at a public meeting held on _____, has approved this Letter of Intent.

_____　　　　　　_____
Attest (Secretary)　　　　　　　　　　　　　　　　　Date