**ATTACHMENT 5-E: LETTER CONFIRMING EASEMENT IS SOLE BENEFIT TO RESIDENT/OWNER (TEMPLATE)**

*(ON MUNICIPALITY LETTERHEAD)*

[Date]

Attn: [DEHCR Project Representative First and Last Name]

Department of Administration

Division of Energy, Housing and Community Resources

Email: [DEHCR Project Representative Email Address]

Subject: [UGLG Name, e.g., Village of Yourville]

CDBG Grant Agreement #: [Grant Agreement #, e.g. PF-22-01]

Temporary Limited Easement: Sole Benefit to Owner

Dear [DEHCR Project Representative First and Last Name]:

The [UGLG Name] has proceeded with temporary limited easements in order to [State Purpose, e.g., “…to complete utility related connection work and subsurface room space abandonment work as agreed with property owners during project construction.”]. The properties are located at:

* [List street and city address for each property on separate lines here; or modify template language to indicate the list of properties are attached with this letter.]

These commitments have been planned, and are currently being completed, without a cost expense being assigned to any of the property owners. The temporary easement gained to enter owner’s property during construction is exclusively for the benefit of the property owner. Our continued understanding is that this approach and effort meets the exception criteria allowed for relocation and acquisitions as defined with 49 CFR 24.101(c)(2) regulations.

Please feel free to contact me at [Phone Number] or [Email Address] should you have further concerns or questions regarding the project.

Sincerely,

*(Add Signature)*

[UGLG Acquisition Contact Person First and Last Name]

[UGLG Acquisition Contact Title]

Attachment: [Add Attachment Name *(if a list of multiple property addresses/parcels are attached)*]

Cc: [Chief Elected Official Name, Title, UGLG Name, *if not signatory above*]

[Clerk Name, Title, UGLG Name, *if not signatory above*]

[Grant Administrator Name, Title, Company/Firm Name*, if not signatory above*]

David Pawlisch, Director, Bureau of Community Development