|  |  |
| --- | --- |
| GRANTEE/UGLG NAME: |  |
| DEHCR GRANT AGREEMENT #: |  |

LETTER SEEKING REVIEW OF PROJECT

Date

Address

Greeting

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[Name of UGLG preparing the ERR or EA]*** is currently preparing an environmental review record or environmental assessment. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***(UGLG)*** is applying to the Division of Energy, Housing and Community Resources (DEHCR) for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of CDBG monies, to be used for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[project description]***, located in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[project location].***

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***(UGLG)*** plans to use the funds for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[description of project, including uses of all funds. Description should be approximately one (1) paragraph in length].***

The project is located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[description of location, including township, range, and section, and street address].*** Enclosed is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[a map or aerial photograph]*** that shows the project site.

***[Include here any specific information that an agency might need in order to respond, such as described in the Environmental Review Chapter of the Wisconsin CDBG Implementation Handbook.]***

Review the proposed project and make a determination as to whether it is in conformance with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[the regulations the particular agency enforces].*** Your prompt review and comments on this project will be greatly appreciated. If we have not received your comments within 30 days of the date of this letter, we will assume that you have no comment. If you should have any questions concerning this matter, contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***[name and phone # of person preparing the ERR or EA].***

Sincerely,

***[Signature of person preparing the ERR or EA]***

Enclosure(s)