**LETTER CONFIRMING EASEMENT IS SOLE BENEFIT TO OWNER   
(TEMPLATE)**

*(ON LETTERHEAD OF THE GRANTEE/LOCAL OR TRIBAL GOVERNMENT – DELETE “TEMPLATE” LANGUAGE)*

[Date]

Attn: [DEHCR Project Representative First and Last Name], Grants Specialist – Advanced

Department of Administration

Division of Energy, Housing and Community Resources

Email: [DEHCR Project Representative Email Address]

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

FFP Grant Agreement #: [Grant Agreement #, e.g. FFP 24-01]

Temporary Limited Easement: Sole Benefit to Owner

Dear [DEHCR Project Representative First and Last Name]:

The [Grantee Name] has proceeded with temporary limited easement(s) in order to [State Purpose, e.g., “…to use the Yourville Youth Organization’s driveway and parking lot to access the project site during construction activities for the organization’s building renovation for the Flexible Facilities Program project. *(Note: If the grantee/local or tribal government will be contracting for the construction work, but the construction site is a non-profit subrecipient’s property, the grantee must acquire an easement for their contractor to work on the subrecipient’s property. However, the work may be deemed ‘for the sole benefit of’ the subrecipient, and therefore this letter may be prepared, rather than having to complete all of the other URA steps required for other types of temporary easement acquisition.)*]. The property/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 owner(s). The temporary easement gained to enter the owner’s property/owners’ properties 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)*](https://www.ecfr.gov/current/title-49/part-24/section-24.101#p-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)*

[Grantee Acquisition Contact Person First and Last Name]

[Grantee Acquisition Contact Title]

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

cc: [Chief Elected Official Name, Title, Grantee/Local or Tribal Government Name, *if not signatory above*]

[Clerk Name, Title, Grantee/Local or Tribal Government Name, *if not signatory above*]

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

Tamra Fabian, Director, Bureau of Community Development