

HOME/HTF Affordable Housing Development Grant Administration Manual Tools and Resources

Sample Letter and Resolution Showing Agreement by Local Government to Prepare Environmental Review on Behalf of a Non-Government Entity (HOME)

The sample letter and resolution below can be used to document agreement between a local government and non-government entity (e.g., Community Housing Development Organization, or “CHDO”; Public Housing Authority) when the government entity is completing environmental review on behalf of the non-government entity.

[Letterhead of the Local Government]

[Date]

Montana Department of Commerce
Community Development Division
301 South Park Avenue
P.O. Box 200523
Helena, MT 59620-0523

Re: HOME Investment Partnerships Program (HOME) Agreement by Local Government to Prepare
Environment Review for [Project Name], [Project City], on Behalf of Non-Government Entity

Dear [Name of Contact at Commerce],

Please be apprised that the [Local Government] agrees to perform all activities associated with the
preparation of the environmental review record on behalf of [Non-Government Entity] if [Non-
Government Entity] receives HOME funding for [Project Name] at [Project Address].

Sincerely,

[Name of Chief Elected Official or Executive Officer]

[Title of Chief Elected Official or Executive Officer]

RESOLUTION NO. [#]

A RESOLUTION OF THE [LOCAL GOVERNMENT], MONTANA, AGREEING TO PREPARE THE ENVIRONMENTAL REVIEW RECORD FOR [NON-GOVERNMENT ENTITY'S] HOME GRANT TO COMPLETE [PROJECT NAME]

WHEREAS, the [Non-Government Entity] is applying for federal funds through the Montana Department of Commerce's HOME Investment Partnerships Program (HOME) to complete [Project Name and Description] at [Project Address].

WHEREAS, subject to all necessary funding being received to permit the project to go forward; and

NOW, THEREFORE, BE IT RESOLVED that the [Local Government] agrees by formal resolution to perform all activities associated with preparing the environmental review record on behalf of [Non-Government Entity].

BE IT FURTHER RESOLVED that the above designation shall become effective on [Month] [Day], 20[##].

PASSED AND ADOPTED by the [Local Government] at a regular session held on [Month] [Day], 20[##].

[NAME OF LOCAL GOVERNMENT]

[County], Montana

By

Chief Elected Official Name and Title

Signature

ATTEST:

Name and Title

Signature

APPROVED AS TO FORM:

Name and Title

Signature