

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

**Sample Letter and Resolution Designating Environmental Certifying
Official (HOME)**

The sample letter and resolution below can be used to formally designate an environmental certifying official (ECO) for HOME projects. The letter can be used by all grantees while the resolution is only used by grantees that are local governments.

[Letterhead of the Responsible Entity]

[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) Designation of Environmental Certifying Official for [Project Name], [Project City]

Dear [Name of Contact at Commerce],

Please be apprised that the [Grantee] has designated [Name of ECO], [Title of ECO], the environmental certifying official (ECO) responsible for all activities associated with the environmental review of the [Project Name] at [Project Address].

Please contact [Name of ECO] as needed for environmental review questions and concerns.

Address: [Address of ECO]
Email: [Email of ECO]
Phone Number: [Phone number of ECO]

ECO Signature

Date

Sincerely,

[Name of Responsible Entity Signee]
[Title of Responsible Entity Signee]

RESOLUTION NO. [#]

A RESOLUTION OF THE [GRANTEE], MONTANA, DESIGNATING ENVIRONMENTAL CERTIFYING OFFICIAL FOR HOME GRANT TO COMPLETE [PROJECT NAME]

WHEREAS, in 20[##] the [Grantee] applied for federal funding through the Montana Department of Commerce’s HOME Investment Partnerships Program (HOME) to complete [Project Name and Description] at [Project Address];

WHEREAS, all necessary funding has been received to permit the project to go forward; and

WHEREAS, an Environmental Certifying Official may be designated by formal resolution.

NOW, THEREFORE, BE IT RESOLVED that:

[Name of ECO] is designated as the environmental certifying official to produce an environmental review record;

The [Grantee] will ensure that it and all of its contractors or agents shall conduct all program matters in a non-discriminatory manner such that all persons regardless of race, gender, age, disability, or other protected class shall be treated equally and further each shall comply with the policies and procedures delineated in the 20[##] [Grantee and Project Name) Management Plan approved by the Montana Department of Commerce HOME Investment Partnerships Program.

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

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

[NAME OF GRANTEE]
[County], Montana

By

Chief Elected Official Name and Title

Signature

ATTEST:

Name and Title

Signature

APPROVED AS TO FORM:

Name and Title

Signature