**HOME template for SHPO clearance when a City, Town or County is the RE and there are**

***standing structures 45 years or older on the site.***

See SHPO’s Section 106 “FAQ” and “Review and Compliance Manual” at: <http://www.okhistory.org/shpo/section106.htm>

**Check for updated documents at** [**www.ohfa.org**](http://www.ohfa.org) **before proceeding further**

Provide all required information and remove all yellow-highlight notes. Then transfer the finished letter to the RE’s official stationary for signature and mailing to SHPO for clearance. Retain a copy of the signed letter for the project ERR (Environmental Review Record).

## Date

Ms. Lynda Ozan

Deputy State Historic Preservation Officer

State Historic Preservation Office  
Oklahoma History Center  
800 Nazih Zuhdi Drive  
Oklahoma City, OK 73105

RE: xxxx-HOME-xx Type of activity & project name (or homeowner name if HOR)

USPS Street address or legal description including the city or town & county, Oklahoma.

(Multiple sites in the same county can be combined in the same letter. For multiple HOR homes include the homeowner’s name with their address or legal description, map, etc.)

Dear Ms. Ozan:

The Name of City, Town or County has been awarded a grant of HOME Program funds to provide decent, affordable housing for low-income families. The National Environmental Policy Act of 1969 (NEPA) and Title 24 CFR, Part 58 Environmental Review Procedures, including Historic Review under Section 106, apply to these projects. Name of City, Town or County hereby requests your review and historic clearance of this project as described below and in the attached documents.

Project Description: Provide a general project description including number & type of existing buildings, number of acres or existing lots, type of activity to be undertaken and number and type of low-income houses or buildings and apartments to be provided.

Location and Year of Construction: The location must be identified by either 1) an existing USPS street address to which mail is delivered, or 2) if no such address exists or if mail goes to a Post Office Box or Rural Route Box then a description of the location must be provided by using compass directions (N/S/E/W) from a nearby intersection of streets, roads or highways that appear and are named on the maps you enclose with this letter. The year of construction for a building can be documented from the local Tax Assessors Records or City/Town/County records such as Directories and Plat or Subdivision Maps. If none of these are available or sufficient then a signed and dated statement by the owner may be provided.

Historic Preservation Resource Identification Form and photographs: This Form and photographs are required for each house. Instructions, downloadable forms to complete and submit, and a sample form for guidance are available in SHPO’s Review and Compliance Manual at their website. (link on page 1 of this template).

Legal description: A legal description is required for all sites with either a Post Office Box or a Rural Route Box for mail delivery. If the site has an existing USPS street address, and there is no other reason for providing a legal description, this item should be deleted.

Maps: Indicate the number of each type of map provided. Provide street maps and as necessary aerial maps for clarity and/or correct identity of the site. Clearly mark the site on each map and label or write in the margin of each map the project or homeowner name and address or location description of the site, including the city/town & county. In rural areas it may be necessary to provide a site-area map (+ 1 sq. mile) and a general-area map identifying the nearest community and access roads to the site.

Other Documents: If other documents are enclosed, such as a survey or owner’s statement of the year of construction, list them here. If there are none this item should be deleted.

(Include this sentence for Rehab only: It is our understanding that a review under Section 106 is not required from the Oklahoma Archeological Society for this Rehabilitation project.)

If you have questions or require additional information please contact recipient’s contact person at area code & number.

Please address all correspondence regarding this request to my attention and mail a copy to:

Name of Administrator if applicable

Administrator’s mailing address

City/State/Zip

Thank you for your assistance in providing affordable housing for the people of Oklahoma.

Sincerely,

Name and Title of an Official of the City, Town or County who has authority to sign documents as the Responsible Entity for this HOME project.

Enclosures: List the enclosed documents