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

**HOME template for Tribal clearance when a City, Town or County is RE**

**Replace highlight entries with appropriate tribe & project information**

**Copy template onto the RE’s official stationary and replace all highlight entries with appropriate RE, Tribe and project information.**

Date

Tribe’s Name

Addressee’s Name

Address

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 Name:

The Name of the City, Town or County which is the Responsible Entity (RE) has been granted HOME funds through HUD to provide 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 and Title 36 CFR Part 800, apply to these projects. Name of the City, Town or County is reviewing the project described below for environmental clearance and requests your review and written notice of any concerns you may have regarding its potential impact on historic properties of traditional, religious or cultural importance to your tribe.

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 the number and type of low-income houses or buildings and apartments to be provided.

Location: 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.

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, list them here. If there are none this entry should be deleted.

If you have questions or need additional information please contact Name, Telephone # and Email address of person to be contacted.

Please address all correspondence regarding this request to my attention and include the HOME number and site address at the beginning of this letter for reference.

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.

Enclosure: List the enclosed documents

(cc: The TIPO if the tribe has one. Check SHPO’s website for the latest listings)