**HOME template for requesting SHPO clearance when OHFA is the RE and there are *standing structures less than 45 years old, including mobile homes to be replaced, on the site.*** See SHPO Review and Compliance Manual: <http://www.okhistory.org/shpo/106/rcmanual.htm>.

Provide all required information, remove all yellow-highlight notes, etc. and email the finished letter as an attached Word.doc to: [timothy.hicks@ohfa.org](mailto:timothy.hicks@ohfa.org), [sara.stephens@ohfa.org](mailto:sara.stephens@ohfa.org), and [alicia.thomas@ohfa.org](mailto:alicia.thomas@ohfa.org). The enclosures may be submitted electronically with the letter providing they are clear and legible when printed.

## Date

Ms. Lynda Ozan

Deputy State Historic Preservation Officer

State Historic Preservation Office  
Oklahoma Historical Society  
800 Nazih Zuhdi Drive  
Oklahoma City, OK 73105

RE: HOME Contract # xx-xxxx –Type of activity & project or homeowner name

Street address, City/Town & County, Oklahoma (Note: Multiple addresses can be combined if they are in the same county)

Dear Ms. Ozan:

The State of Oklahoma, Oklahoma Housing Finance Agency “OHFA” has awarded a grant of HOME Investment Partnerships (HOME) program funds to Organization Name (Initials) to provide decent, affordable housing to low-income households through type of activity in city/town & county(ies). The National Environmental Policy Act of 1969 (NEPA) and Title 24 CFR, Part 58 Environmental Review Procedures, including Section 106 Review and Compliance by SHPO, apply to this project. OHFA hereby requests your review and historical clearance of this project as described below and in the attached documents.

Description: 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 housing units (and buildings if multi-family) to be completed.

Location: Provide the project or homeowner name and either 1) the street mailing address of each existing house or building or 2) a description of the physical location by compass direction from the frontage street and secondary streets/roads; for example 1234 “A” St., (city/town & county) located on the North side of “A” St. between East 1st Ave. and East 2nd Ave. If a location is rural provide distances and compass directions from the frontage & secondary roads as well as the nearest town/city & county. **Note:** Rural Route Box #s are inadequate to locate a house or building for SHPO, OAS or Tribal clearance purposes.

Year of Construction: For each house and building, by address or location description, list the year it was built and the name & location of the source record or document used. If each house is *less than 45 years old or is a mobile home* this entry is complete. However, if any houses or buildings are *45 or more years old you must use a different template for them* and provide additional information as explained in SHPO’s Review and Compliance Manual (link at top of page).

Documentation enclosed:

1. Legal description: Provide a legal description for each house/building previously listed that **does not have** a current street address to which mail will be delivered. ***Notes*:** **1)** Each legal description must include the Quarter, Section, Township and Range in which it is located. **2)** If there are multiple sites located in different counties SHPO requests that they be grouped by county and submitted under separate cover letters.
2. Maps: Indicate the total # of street and/or aerial maps enclosed. **Each map page must be labeled** with the project or homeowner name and address or location, including the city/town & county. **Each site must be clearly marked and labeled by street address**. Adjacent streets/roads should also be named.

(Web based street and aerial maps are acceptable. If necessary provide a close-in map that is site-specific and a larger area map in relation to major streets/roads/highways and the city/town or county where the site is located.)

(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 applicant’s contact person at area code & number or Danette Carr at (405) 419-8136.

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

Name

Applicant’s organization

Mailing address

City/State/Zip

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

Sincerely,

Darrell K. Beavers

Housing Development Director

Enclosures