

HOME/HTF Affordable Housing Development Grant Administration Manual
Tools and Resources
Sample State Historic Preservation Office Letter (HOME)

This sample letter can be used to notify the State Historic Preservation Office of HOME grant award and planned project activities.

(Date)

State Historic Preservation Office
Montana Historical Society
1410 Eighth Avenue
Helena, Montana 59620

Re: Consultation under 36 CFR Part 800 HOME Investment Partnership Program

Dear _____:

The (name of Grantee) has approval for a Montana HOME Investment Partnership Program (HOME) grant of (amount) from the Montana Department of Commerce. This grant will involve (include description of project, for example: replacing water lines, or providing housing rehabilitation grant assistance to low/moderate income families in 25 owner-occupied, single-family houses. The target area is Second Avenue between Main and Broadway Streets.)

We request that you review the enclosed data and notify us either of (1) any sites, structures, or districts already listed in or determined eligible for listing in the National Register of Historic Places which could be affected by the proposed project or (2) your recommendations regarding the need for archeological or historical and architectural inventory of the project area. We understand that the effects of the proposed undertaking on properties listed in or determined to be eligible for listing in the National Register (already determined or determined as a result of inventory) will be discussed with you and the Advisory Council on Historic Preservation later.

(Please use this portion of the letter to describe the land and structures within the project area. For projects affecting tracts without structures, what has been the previous land use, has it been farmed, has it been an industrial park, are sewer and water lines already constructed through it, is it an improved roadway, etc.? For projects affecting standing structures, what are the general dates or the dates of buildings throughout the neighborhood or subdivision, what patterns of modifications have occurred to the buildings, etc.?) I am enclosing the following materials (aerials, maps, photos, etc.) that will give you a better understanding of the area and resources that will be affected.

If we do not receive a reply within 30 days, we will assume that you know of no properties or sites which are included in or eligible for inclusion in the National Register, which may be affected by the proposed undertaking. Also, if we do not identify any cultural property during our review process, we will proceed with the project assuming that cultural resources have been adequately addressed.

Sincerely,

Signature and Typed Name of
Environmental Certifying Officer
Mailing Address
Telephone Number

NOTE: Please enclose maps, legal description, and pertinent photographs.