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**- SAMPLE -**

**ENVIRONMENTAL REVIEW EXEMPTION LETTER**

(Date)

Ms. Pam Wozniak

Environmental Regulatory Officer

Texas Community Development Block Grants Program

Texas Department of Agriculture – Office of Rural Affairs

Post Office Box 12847

Austin, Texas 78711

**Re: CDBG Contract No.**

Dear Ms. Wozniak:

This letter is to notify the Texas Department of Agriculture – Office of Rural Affairs that the City/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, in assuming authority for local grantee compliance with the National Environmental Policy Act of 1969 regulations (40 CFR Part 1500-1508), has made a determination of environmental review exemption regarding planning activities to be carried out under our 20 Texas Community Development Program contract. We have determined that all project activities proposed in our request for funding and facilitated under the contract referenced above are exempt from the environmental review process, according to U.S. Department of Housing and Urban Development regulations. The specific planning activities are classified as exempt activities under 24 CFR Section 58.34(a)(1).

The planning activities will have no detrimental effects on the environment of the City/County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or its surrounding area, and, in fact, will be beneficial by addressing environmental concerns of the community.

Sincerely,

Signature of Chief Executive Officer

(Name/Mayor/Judge)

cc: Locality's Environmental Review File