

EXHIBIT 2-D

DESIGNATION OF ENVIRONMENTAL PREPARER

NOTES:

- If the HOME Applicant/Grantee is a **CHDO or PHA**, the CHDO or PHA must secure an agreement with the Local Government (**Exhibit 2-A**) in whose jurisdiction the project is located to conduct/prepare the environmental review on their behalf and the Local Government must designate the environmental preparer(s).
 - By mutual agreement between the PHA/CHDO and the Local Government, the designation of the preparer can be accomplished either with a letter (page 2D-2) or with an official resolution (page 2D-3)
- If the HOME Applicant/Grantee is a **Local Government**, the Local Government must designate the environmental preparer(s).
 - At the option of the Local Government, this designation can be accomplished either with a letter (page 2D-4) or with an official resolution (page 2D-5)
- Designation letters should be on the Local Government's letterhead and signed by an official authorized to sign on behalf of the Local Government
- Resolutions should follow the same format normally used by the Local Governments
- Note: Use *Crtl* + *click* to follow links

(Sample Local Government Letter for Designation of Preparer on Behalf of CHDO or PHA)

(Date)

(MDOC/HOME)

Dear (HOME Program Officer):

This is to notify you that (name and title of preparer(s), as applicable) is/are designated the Environmental Preparer responsible for all activities associated with preparing the environmental review record on behalf of (Name of PHA or CHDO), if (Name of PHA or CHDO) FFY 20__ application to the Montana Department of Commerce HOME Investment Partnerships receives funding.

Sincerely,

Signature

Name of Chief Elected Official or Executive Officer

(Sample Local Government Resolution for Designation of Preparer on Behalf of CHDO or PHA)

RESOLUTION NO. ____

A RESOLUTION OF THE (NAME OF LOCAL GOVERNMENT), MONTANA, DESIGNATING (NAME AND TITLE OF PREPARER(S), as applicable) AS THE ENVIRONMENTAL PREPARER FOR (NAME OF PHA OR CHDO'S) HOME GRANT APPLICATION FOR (NAME OF PROJECT)

WHEREAS, the (name of PHA or CHDO) is applying for Federal funds through the Montana Department of Commerce's HOME Investment Partnerships Program for (name and brief description of project) on (location/address of project).

WHEREAS, subject to all necessary funding being received to permit the projects to go forward; and

WHEREAS, an Environmental Preparer shall be designated by formal resolution.

NOW, THEREFORE, BE IT RESOLVED that:

The (name and title of preparer(s), as applicable) for (name of local government) is designated as the Environmental Preparer to produce an Environmental Review Record on behalf of (name of PHA or CHDO) for submission to the Montana Department of Commerce.

BE IT FURTHER RESOLVED that the above designation shall become effective on (date).

PASSED AND ADOPTED by the (name of local government), at a regular session held on the (date).

(name and title)

ATTEST:

(name and title)

APPROVED AS TO FORM: _____

(name and title)

(Sample Letter for Designation of Preparer for Local Government)

(Date)

(MDOC/HOME)

Dear (HOME Program Officer):

This is to notify you that _____ is/are designated the Environmental Preparer responsible for all activities associated with preparing the environmental review record on behalf of (Name of Local Government), if (Name of Government) FFY 20__ application to the Montana Department of Commerce HOME Investment Partnerships receives funding.

Sincerely,

Signature

Name of Chief Elected Official or Executive Officer

(Sample Local Government Resolution for Designation of Preparer)

RESOLUTION NO. ____

A RESOLUTION OF THE (NAME OF LOCAL GOVERNMENT), MONTANA, DESIGNATING (NAME AND TITLE OF PREPARER(S), as applicable) AS THE ENVIRONMENTAL PREPARER FOR (NAME OF LOCAL GOVERNMENT'S) HOME GRANT APPLICATION FOR (NAME OF PROJECT)

WHEREAS, the (name of Local Government) is applying for Federal funds through the Montana Department of Commerce's HOME Investment Partnerships Program for (name and brief description of project) on (location/address of project).

WHEREAS, subject to all necessary funding being received to permit the projects to go forward; and

WHEREAS, an Environmental Preparer shall be designated by formal resolution.

NOW, THEREFORE, BE IT RESOLVED that:

The (name and title of preparer(s), as applicable) for (name of local government) is designated as the Environmental Preparer to produce an Environmental Review Record for submission to the Montana Department of Commerce.

BE IT FURTHER RESOLVED that the above designation shall become effective on (date).

PASSED AND ADOPTED by the (name of local government), at a regular session held on the (date).

(name and title)

ATTEST:

(name and title)

APPROVED AS TO FORM:

(name and title)