

# Sample Designation of Environmental Certifying Official

(Date)

(Name of CDBG project specialist)

Montana Department of Commerce

Community MT Division

301 S. Park Ave.

P.O. Box 20052

3Helena, MT 59620

Dear (name of CDBG project specialist):

This is to notify you that \_\_\_\_\_(name)\_\_\_\_\_, \_\_\_\_\_(title)\_\_\_\_\_, is designated as the environmental certifying official responsible for all activities associated with the environmental review process to be completed in conjunction with the 20\_\_ CDBG grant awarded to \_\_\_\_\_(name of grantee)\_\_\_\_\_, Montana.

Sincerely,

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Signature of chief elected official

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Typed name and title

# Sample Resolution for Designating the Environmental Certifying Official

RESOLUTION NUMBER: \_\_\_\_\_

Whereas, in 20\_\_ the (grantee's name) applied for federal, state, local and private funding to (insert information regarding the type of housing project being funded).

Whereas, all necessary funding has been received to permit the project to go forward;  
and

Whereas, an environmental certifying official may be designated by formal resolution.

Now, therefore, be it resolved that:

(Name of environmental certifying official) is designated as the environmental certifying official to produce an environmental review record.

The (name of grantee) will ensure that it and all of its contractors or agents shall conduct all program matters in a nondiscriminatory manner such that all persons regardless of race, gender, age, disability or other protected class shall be treated equally, and further each shall comply with the policies and procedures delineated in the 20\_\_ (insert name of grantee and/or project name) management plan, approved by the Montana Department of Commerce Community Development Block Grant Program.

Be it further resolved that the above designation shall become effective on \_\_\_\_\_,  
20\_\_.



## COMMERCE

(Name of grantee) \_\_\_\_\_, County, Montana

By: \_\_\_\_\_

(signed by chief elected official)

Attest: \_\_\_\_\_