

**DESIGNATION OF CERTIFYING OFFICER AND
ENVIRONMENTAL RESPONSIBILITY CERTIFICATION**

(Date)

(Name of OCR Community/Economic Developer)
Office of Community Renewal
Hampton Plaza
38-40 State Street, 4th Floor
Albany, New York 12207

RE: CDBG Project Number: _____

Dear _____:

I, _____, the authorized signatory for
(Name of Chief Elected Official)
_____ do attest that:
(Name of CDBG Recipient)

- I understand that any projects that include CDBG funds must be assessed in accordance with the National Environmental Policy Act of 1969 (NEPA) and the related authorities listed at 24 CFR Part 58.
- I understand that, except for actions involving activities determined to be Exempt (per 24 CFR 58.34 and NYS Office of Community Renewal procedures), ***no physical alteration to individual sites can occur nor can funds for those activities be committed or expended until receipt of an environmental clearance letter*** from the Housing Trust Fund Corporation and, for any subsequently identified specific sites, site-specific reviews are completed for which the Certifying Officer determines that there are no unanticipated impacts nor impacts not adequately addressed in the program review related to the environmental clearance letter and said Officer certifies such determination.
- I understand that should any part of a project site be physically altered, funds be committed, or funds be expended prior to receiving the appropriate environmental clearances, that the site will not be eligible for CDBG funding and the _____ may be responsible for any costs incurred except under the following circumstance: in the case of Exempt activities, concurrence from the NYS Office of Community Renewal that the particular action is Exempt prior to any physical alterations unless that action is taken to address an emergency situation in which case concurrence must be obtained no later than the first regular business day following such an event,
- I also notify you that _____, _____, is
(Name of Certifying Officer) (Title)
designated as the ***Certifying Officer*** responsible for all activities associated with the environmental review process to be completed in conjunction with NYS CDBG project number _____ awarded to _____.
(CDBG Project Number) (Name of CDBG Recipient)

Sincerely,

Signature of Chief Elected Official

Typed Name and Title

Date: