Endangered Species Consultation Letter Template

[Letterhead of the RE]

Date

[Name], [Title]

[Name of Organization]

[Address]

RE: [Name and address of project]

CDBG Program

Dear [Title] [Last Name],

The ***[Name of grantee]*** is currently preparing an environmental review record or environmental assessment. The ***[Name of grantee]*** is applying to the Alabama Department of Economic and Community Affairs for $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of CDBG funds, to be used for ***[project description]***, located in the ***[project location]***.

The ***[Name of grantee]*** plans to use the funds for ***[description of project, including uses of all funds. Description should be approximately 1 paragraph in length].***

The project is located at [***description of location, including township, range, and section, and street address]***.Enclosed is (a map or aerial photograph) that shows the project site.

***[Include here any specific information that an agency might need in order to respond.]***

Review the proposed project and make a determination as to whether it is in conformance with Section 7 of the Endangered Species Act. Your prompt review and comments on this project will be greatly appreciated. If we have not received your comments within 30 days of the date of this letter, we will assume that you have no comment. If you should have any questions concerning this matter, contact ***[name and phone # of person preparing the ERR or EA]***.

Sincerely,

Name

Title

Phone

E-mail

Enclosure(s)