

Cover Letter (For Each Project Type)

Grantee's Letterhead
Example: City of _____
Post Office Box ____
City/Town/County, Mississippi (zip code)
_____, Mayor

Date:

Ms. Shirley Thompson
Mississippi Development Authority
Community Services Division
P.O. Box 849
Jackson, Mississippi 39205-0849

Re: CDBG (GRANT TYPE)/ ARC: City/Town/ County of _____ (Grant number)
Grant#:

Dear Ms. Thompson:

Please find attached the environmental paperwork for the (NAME). The (NAME) proposes to use CDBG or ARC) funds for (**Example: Sewer, Water or Building**).

Program Activity/ Description: The proposed project will (Explain the project activity in **DETAIL**)

Example: Extension of the current sewage system to (7) seven unserved homes within the city limits of (CITY, TOWN, COUNTY) along Blank Road area. City proposes to install 1,200 feet of 3" gravity sewer line along Blank Road and 8,700 feet of 2", etc.....

Project Name: NAME, YEAR & TYPE OF GRANT

Project Location: As close to a physical location as possible (Example: The sewer lines will run within Brown, Jefferson and Major Street / 1455 Jones Blvd.)

Describe information included in the package: Under the terms of 24 CFR Part 58.34 and Part 58.35 the above activities described are (LIST FORMS INCLUDED). (**EXAMPLE:**

Environmental Assessment, Statutory Checklist and supportive documents)

Should you need any additional information please feel free to contact me at (PHONE NUMBER) or the project administrator at (PHONE NUMBER).

Sincerely,

Mayor / President