\*\*\*\*\*LETTER PRINTED ON COMMUNITY LETTERHEAD

AND SIGNED BY A COMMUNITY OFFICIAL\*\*\*\*\*

March 27, 2025

**[Name, Title]**

**[Organization]**

**[Address]**

Dear **[Name]**:

Re: Programmatic Agreement for HUD-funded programs and invitation to participate in Section 106 consultation about projects carried out under these programs

Section 106 of the National Historic Preservation Act requires that **[full Grantee name, e.g. “City of Cincinnati” or “County of Summit”]** identify organizations with an interest in historic preservation and invite them to participate in consultation about the effects of projects carried out by the **[shorthand reference, e.g. “City”, “County”, or “Village”]** that use federal funds on historic properties.

The **[shorthand reference, e.g. “City”, “County”, or “Village”]** has a Programmatic Agreement with Ohio’s State Historic Preservation Office (SHPO) to facilitate Section 106 compliance for programs that use funding originating from the U.S. Department of Housing and Urban Development (HUD). The agreement requires that the **[shorthand reference, e.g. “City”, “County”, or “Village”]** notify local/county historical societies/preservation organizations about the execution of this agreement so that they will be aware of the process that the **[shorthand reference, e.g. “City”, “County”, or “Village”]** will follow to consider the effects of projects on historic properties. The **[shorthand reference, e.g. “City”, “County”, or “Village”]** must also notify the organizations about how they can obtain information and submit comments regarding specific projects utilizing federal funds.

The **[shorthand reference, e.g. “City”, “County”, or “Village”]** is in the process of executing a new the Programmatic Agreement. The **[shorthand reference, e.g. “City”, “County”, or “Village”]** is using execution of the Programmatic Agreement as an opportunity to strengthen its efforts to engage potential consulting parties and has identified your organization as one that may have an interest in the effects of federally funded, **[shorthand reference, e.g. “City”, “County”, or “Village”]**-administered projects on historic properties.

The **[shorthand reference, e.g. “City”, “County”, or “Village”]** would welcome your participation in the Section 106 process and encourages you to contact us if you wish to obtain information and provide comments regarding individual projects.

If you would like to participate in Section 106 consultation moving forward, the **[shorthand reference, e.g. “City”, “County”, or “Village”]** requests that you sign the enclosed Programmatic Agreement, retain a copy for your files, and return the original to the **[shorthand reference, e.g. “City”, “County”, or “Village”]**. The enclosed copy of the Programmatic Agreement should also be kept for your records.

If you have any questions, please contact me by phone **[insert phone number]** or email **[insert email address]**. Thank you.

Sincerely,

**[Name, Title]**

**[Department]**

**[Community]**

Enclosures:

 Programmatic Agreement for HUD-funded programs

Copy:

**For non-entitlement** **communities, copy:**

JoLayne Morneau (non-entitlement communities), SHPO, via email: section106@ohiohistory.org

**For entitlement communities, copy:**

Rachel Krause (entitlement communities) SHPO, via email: section106@ohiohistory.org