\*\*\*\*\*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

The Programmatic Agreement between the **[full Grantee name, e.g. “City of Cincinnati” or “County of Summit”]** and Ohio’s State Historic Preservation Office (SHPO) for HUD-funded programs administered by the **[shorthand reference, e.g. “City”, “County”, or “Village”]** expired on December 31, 2024, and a new Programmatic Agreement will be executed with updated terms to extend through December 31, 2029. This agreement facilitates streamlined compliance with Section 106 of the National Historic Preservation Act, which requires consideration of the effects of federal undertakings on historic properties. Your organization is a concurring party to the Programmatic Agreement.

Following the recommendation of the Advisory Council on Historic Preservation, the **[shorthand reference, e.g. “City”, “County”, or “Village”]** and SHPO have prepared a Programmatic Agreement that extends its duration, clarifies the scope of exempt activities, and includes additional administrative stipulations.

Please 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”]**.

Concurring parties are not required to sign the Programmatic Agreement, but their failure to do so will not prevent it from being implemented. If you choose not to sign the Programmatic Agreement, please notify me by phone at **[insert your phone number]**.

The **[shorthand reference, e.g. “City”, “County”, or “Village”]** values your participation in the Section 106 process and looks forward to your continued involvement following execution of the Programmatic Agreement.

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