

**LOCAL COMPLIANCE REVIEW  
SAMPLE LETTER**

[Municipality's Letterhead]

(Date)

From: (Select the appropriate Applicant governing body)  
County Planning Commission,  
County Redevelopment Authority,  
Township Supervisors,  
Borough Council or  
City Manager, Mayor, etc.

To: Applicant's Agent  
Address

Dear (Mr./Mrs./Ms.) \_\_\_\_\_:

The proposed CDBG-DR Buyout Program in (Township, Borough etc.) has been reviewed. We have considered all the factors associated with the acquisition and demolition of the properties included in this project. It has been determined that there will be no adverse impact on any low income or minority individuals within the project area or community. In addition, there are no floodplain management, land use/zoning, or health and safety issues in this project.

Sincerely,

\_\_\_\_\_ (Authorized Signature)