**SAMPLE**

**EXEMPT ACTIVITIES DETERMINATION LETTER**

Date

Michigan Economic Development Corporation

Community Development Block Grant Program

300 North Washington Square

Lansing, Michigan 48913

 Re: Exempt Activities Determination

Dear (insert appropriate CDBG representative here):

The (City, Township, Village, County) is hereby requesting release of funds provided under (Grant Number) for (comprehensive and/or community development planning or preliminary engineering or administration, etc.) from (business name) for (proposal amount). Such eligible activities are exempt from environmental review requirements under 24 CFR 58.34(a).

In addition, the (City, Township, Village, County) has reviewed and documented we are in compliance with the requirement of 24 CFR 58.6 as follows:

1. The project will not involve property acquisition or construction residing in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards. (A copy of the flood insurance policy must be attached if the project is located in this type of area.)
2. The project will not take place in an area designated as part of the Coastal Barrier Resources System.
3. The project will not involve the sale or acquisition of an existing property in a Runway Clear Zone or Clear Zone, as defined in 24 CFR Part 51. (A signed disclosure statement must be attached if the project is located in this type of area.)

Please call if you need any additional information.

Sincerely,

Name of Certifying Officer, Title