[MONTH DAY[[1]](#footnote-1)], 2023

[TITLE] [NAME]

[ORGANIZATION]

[STREET]

[CITY], [STATE ABBREVIATION] [ZIP CODE]

Dear [Mr./Mrs./Ms. LAST NAME]:

The [NAME OF STATE OR TRIBAL AUTHORITY] acknowledges that [APPLICANT NAME], plans to conduct the cleanup of a brownfield site(s) and is applying for an FY24 EPA Brownfields Cleanup Grant.

[APPLICANT NAME] has developed an application requesting site-specific federal Brownfields Cleanup funding for [SITE NAME(S)] located at [ADDRESS(ES)].

[NAME OF STATE OR TRIBAL AUTHORITY] affirms that [SITE NAME(s)]:

1. Is/Are eligible to be enrolled in the [State/Tribal] voluntary response program;
2. Is/Are currently enrolled OR Is/Are not currently enrolled, but [APPLICANT NAME] intends to enroll the site(s) in the voluntary response program;
3. Has/Have had a sufficient level of site characterization from the environmental site assessment(s) performed to date for the remediation work to begin on the site(s). OR Additional assessment is needed to sufficiently characterize the site(s) for the remediation work to begin. There will be a sufficient level of site characterization from the environmental site assessment(s) performed by June 15, 2024, for the remediation work to begin on the site(s).

For any questions regarding this letter, please contact [NAME] at [PHONE NUMBER].

Sincerely,

[SIGNATURE]

[NAME], [TITLE]

[PROGRAM/DIVISION]

[NAME OF STATE OR TRIBAL AUTHORITY]

[MONTH DAY[[2]](#footnote-2)], 2023

[TITLE] [NAME]

[ORGANIZATION]

[STREET]

[CITY], [STATE ABBREVIATION] [ZIP CODE]

Dear [Mr./Mrs./Ms. LAST NAME]:

The [NAME OF STATE OR TRIBAL AUTHORITY] acknowledges that [APPLICANT NAME], plans to conduct the cleanup of a brownfield site(s) and is applying for an FY24 EPA Brownfields Cleanup Grant.

[APPLICANT NAME] has developed an application requesting site-specific federal Brownfields Cleanup funding for [SITE NAME(S)] located at [ADDRESS(ES)].

[NAME OF STATE OR TRIBAL AUTHORITY] affirms that [SITE NAME(s)]:

1. Is/Are not eligible to be enrolled in the [State/Tribal] voluntary response program [ADD DETAILS AS TO WHY THE SITE(S) IS NOT ELIGIBLE].

For any questions regarding this letter, please contact [NAME] at [PHONE NUMBER].

Sincerely,

[SIGNATURE]

[NAME], [TITLE]

[PROGRAM/DIVISION]

[NAME OF STATE OR TRIBAL AUTHORITY]

1. This letter must be dated after September 21, 2023, when the solicitation for FY24 Brownfields Cleanup Grants was issued. [↑](#footnote-ref-1)
2. This letter must be dated after September 21, 2023, when the solicitation for FY24 Brownfields Cleanup Grants was issued. [↑](#footnote-ref-2)