

Sample Region IX Delegation of NEPA certifying officer
MUST BE ON County/city letterhead

Maria F. Cremer
Director, Community Planning Development
US Department of Housing and Urban Development
One Sansome Street, 12th Floor
San Francisco, CA 94104

SUBJECT: Delegation of Certifying Officer in accordance with 24 C.F.R. 58

Dear Ms. Cremer,

The (responsible entity -***CITY/COUNTY/STATE NAME AND NAME OF DEPT. that receives the entitlement, ex: City of Clout Community Development Office***) is a recipient of funds from the U.S. Department of Housing and Urban Development. These funds are subject to environmental review, decision-making and action responsibilities under the National Environmental Policy Act (NEPA) and 24 C.F.R. Part 58, "Environmental Review Procedures for Entities Assuming HUD Environmental Responsibilities".

As ***mayor, city manager, county manager*** of the ***CITY/COUNTY/STATE***, I hereby delegate to (***Name and official title***) the authority to carry out the responsibilities of certifying officer as provided in 24 C.F.R. Part 58,, its related Federal authorities listed in Sections 58.5 and 58.6, as well as Section 102 of NEPA and its related provisions in 40 CFR parts 1500 through 1508.

Further, as the delegated certifying officer, ***Ms./Mr. Name***, is also authorized to and accepts on behalf of the ***CITY/COUNTY/STATE*** the jurisdiction of the federal courts for the enforcement of all these responsibilities.

The effective date of this delegation is immediate and shall run until revoked by me or by the end of my term in office. The authority delegated is not subject to sub-delegation.

Signature of City Manager, Mayor, Chief Executive Officer

Name
Title
Name of County/city
Signed on this __ day of Month, Year

NAME & CONTACT INFORMATION FOR CERTIFYING OFFICER

Cc: Office of Environment and Energy