

**[Sample letter to request grant-funded technical assistance from Ohio EPA.
Please submit on municipal letterhead.]**

[DATE]

Martin Smith
DERR, Site Assistance & Brownfield Revitalization
Ohio Environmental Protection Agency
50 West Town Street, Suite 700
P.O. Box 1049
Columbus, Ohio 43216-1049

Re: Grant-Funded Technical Assistance

Dear Mr. Smith:

This letter is a request from [NAME OF PUBLIC ENTITY] for grant-funded technical assistance [TA] for [NAME OF PROPERTY - e.g., City of Smithville's Former Acme Industry property, as well as any aliases the property has been known by] located at [PROPERTY STREET ADDRESS], [PROPERTY LATITUDE AND LONGITUDE]. The applicant, [NAME OF PUBLIC ENTITY], has completed the attached Application Form with regard to [NAME OF PROPERTY], and was able to provide an acceptable answer to each question in Section 2. Therefore, it is the understanding of [NAME OF PUBLIC ENTITY] that it may be eligible to receive grant-funded TA from Ohio EPA for [NAME OF PROPERTY].

The technical assistance requested for this site is outlined in the attached Application Form.

I understand that if it is determined that this project is eligible for grant-funded TA, an Ohio EPA representative may contact me regarding details, including any project kickoff meetings that may need to be held in order to facilitate this technical assistance request.

The [NAME OF PUBLIC ENTITY]'s contact for this project will be [NAME OF CONTACT]; if contact named is a certified professional or consultant, please also provide the name of the contact affiliated with the public entity directly involved with the project]. You may reach our project contact(s) at [PUBLIC ENTITY CONTACT'S PHONE #(s)].

Sincerely,

[NAME OF APPLICANT'S AGENT]

CC: Frank Robertson
_____, [District VAP Coordinator \(Which district is my project in?\)](#)

Enclosure: Application for Grant-Funded TA