**SAMPLE HOMEOWNER ASSESSMENT NOTIFICATION LETTER**

***Letter must be on grantee stationary and sent Certified mail, return receipt requested or hand delivered with a signature and date verifying receipt by the homeowner.***

(This letter must also be translated into another language in an area in which 25% or more of the population is of Non or Limited English speaking/reading ability).

Dear Owner:

As you may be aware, the [insert name of grantee] will soon be installing a [insert project type, i.e. "sewer line" or "water line" etc.] in your neighborhood. This project is being funded by a combination of local funds and federal Community Development Block Grant (CDBG) funds. Federal law requires that the [insert name of grantee] NOT recover costs for the [insert project type, i.e. "sewer line" or "water line" etc.]from persons of limited income who own and occupy their homes. Usually the [insert name of grantee] charges each property owner a fee of $[insert amount of fee] for a[ insert description of fee i.e. "hook up" or "tap-in" to a new "sewer" or "water" line]. However, you may not have to pay such a fee if you meet certain income guidelines.

Please fill out the attached form and return it no later than [insert due date]. A stamped self-addressed envelope is enclosed for your use.

If you have any questions about this letter, the [insert project type, i.e. "sewer line" or "water line" etc.], or the [ insert description of fee i.e. "hook up" or "tap-in" to a new "sewer" or "water" line], please call us at: [phone number] or TDD: [TDD number] or come into the [insert name of building, e.g., Town Hall, and address] anytime between [insert hours of operation] and talk to [insert name of person responsible for project].

All of the information you provide is confidential. It will be used only to determine whether you can qualify to have the [ insert description of fee i.e. "hook up" or "tap-in" to a new "sewer" or "water" line] installed at no charge to you.

Thank you for your cooperation.

Sincerely,

[Signature and Name]