

[Sample letter acknowledging the scope of work and potential fund limitations
Please submit on municipal letterhead]

[DATE]

Vlad Cica
DERR, Voluntary Action Program
Ohio Environmental Protection Agency
122 South Front Street
P.O. Box 1049
Columbus, Ohio 43216-1049

Re: Grant-Funded Technical Assistance for [PROPERTY NAME]

Dear Mr. Cica:

This letter serves as an acknowledgment that [VOLUNTEER] has received from Ohio EPA an approval letter for the grant-funded technical assistance for [PROPERTY NAME], and that this technical assistance project consists of the activities described in the letter.

[VOLUNTEER] understands that these activities will be fully funded by Ohio EPA's Brownfields grant. [VOLUNTEER] further understands that, if the funds allotted for this project are exhausted, either the [VOLUNTEER] must pay for the remainder of the technical assistance work, or work by Ohio EPA staff on this technical assistance project will cease.

Sincerely,

[NAME OF VOLUNTEER'S AGENT]

cc: VAP Supervisor, DERR/VAP/CO
Administrative Supervisor, DERR/VAP/CO
DO VAP Contact
VAP files