

<Title> <FirstName> <LastName>
<JobTitle>
<Company>
<Address>
<City>, <State> <ZIP>

RE: Project
Borrower

Dear <FirstName> <LastName>:

The **(City/Village of _____)**, Nebraska is in the final planning phase of developing a **(water/wastewater)** system improvement project, which could be in full or partially funded by the Nebraska State Revolving Fund. The purpose of this letter is to request your review and response regarding any environmental impacts that your Agency may identify for this proposed project pursuant to the National Environmental Policy Act.

The proposed project consists of **(Insert a short description of the project)**. The project is being proposed to **(Insert a project need or justification statement)**. Enclosed is an map **(U.S. Geological Survey map excerpt recommended)** that depicts the proposed project's improvements and area of potential effect for all construction activities and **(other documents if needed such as engineering report excerpts or cost estimates)** providing a description of the work involved.

We request that you advise us of any comments that you may have regarding this project within 30 days, so the **(City/Village)** can proceed with finalizing the funding of this project and completion of the environmental assessment.

If you have any questions concerning this proposed project or if you need any further information, please feel free to advise this office at your convenience.

Sincerely,

Project Consulting Engineer

Encl
Cc: Borrower Representative
NDEE CWSRF/DWSRF Engineer