

Form 55
Sample Fair Housing/Equal Opportunity Certifying Officer Notification Letter

_____ (Date)

_____, (Grants Manager)

Arkansas Economic Development Commission
900 West Capitol Ave., Suite 400
Little Rock, AR 72201

Re: ACEDP Project #790-0_____

_____, Arkansas

Dear _____:

The purpose of this letter is to advise you that _____ (Name) of _____ (Name of entity or agency) has been appointed Fair Housing/Equal Opportunity (FH/EO) Certifying Officer pursuant to the Arkansas Community and Economic Development Program FH/EO Administrative Procedures Manual.

You will be notified immediately should it be necessary to change the FH/EO officer prior to the closeout of this grant.

Sincerely,

_____ (Signature of Local Elected Official)

_____ (Typed name and title of Local Elected Official)