[INSERT YOUR LETTERHEAD]

Archeological Survey and SHPO Consultation Letter

Date

Michael D’Arcy

State Hazard Mitigation Officer

Oklahoma Department of Emergency Management

PO Box 53365

Oklahoma City, OK 73152-3365

Dear Mr. D’Arcy,

The County, Town or City of NAME is applying to the Oklahoma Department of Emergency Management (OEM) and Federal Emergency Management Agency (FEMA) for a grant under FEMA’s Hazard Mitigation Grant Program (HMGP). The proposed project is titled, project title, under DR-XXXX (provide the disaster number associated with the application, this can be found on the NOFO). Within this application, the County, Town or City of NAME proposes to brief statement about the project scope of work.

FEMA’s HMGP application requires documented coordination with the State Historic Preservation Office on the identification of any regulated resources in the project area or any permitting requirements that may be involved. The County, Town or City of NAME, would like to coordinate compliance with Section 106 of the National Historic Preservation Act under the National Environmental Policy Act. To do so, we request you initiate the necessary historic and archaeological review regarding any issues or concerns related to the proposed project. Please find the attached documents such as a scope of work, project location map and/or addresses, ground disturbance map, etc. Below is a table with the address locations and the latitude/longitude of each site.

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| --- | --- | --- |
| **Site # and Name** | **Site Address** | **Site Lat/Long** |
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We are in the process of submitting/have submitted our grant subapplication to OEM. Should you need any additional information, please do not hesitate to reach out to project contact name, title at email address, phone number, physical mailing address.

Please see attached FIRM Map and photos with east, west, south, and north views.

Sincerely

[Insert signature]

[Insert name, title, etc.]