[INSERT YOUR LETTERHEAD]

ODOT Consultation Letter

Date

Oklahoma Department of Transportation

Environmental Programs

200 N.E. 21st Street

Oklahoma City, OK 73105

To Whom it May Concern:

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 Oklahoma Department of Transportation to ensure that future plans do not contain any improvements or enhancements to federal aid systems or other state transportation projects that would affect the proposed projects. At this time, we would like to inform your office of the project and request your opinion on the proposal and its impact on federal aid systems or state transportation projects near 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.

|  |  |  |
| --- | --- | --- |
| **Site # and Name** | **Site Address** | **Site Lat/Long** |
|  |  |  |
|  |  |  |
|  |  |  |

We are in the process of submitting/have submitted our grant subapplication to OEM. We will forward any responses you make to OEM and FEMA. If we do not receive a response within 30 days of this letter, we will assume your concurrence. 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.

Sincerely

[Insert signature]

[Insert name, title, etc.]